

## **COUNCIL ON ACADEMIC ASSESSMENT (CAA)**

**MINUTES, NOVEMBER 19, 2008**

UNH 107 10:00 – 12:00

Members present: Heidi Andrade, Henryk Baran, Kristina Bendikas, Zakhar Berkovich, Daryl Bullis, Sue Faerman, Bill Lanford, Marjorie Pryse, Bill Roberson, Joette Stefl-Mabry, Bruce Szelest, Alex Xue

Members absent: Irina Birman, Michael Christakis

The minutes of November 5 were reviewed and adopted.

The Council picked up its review of the roles and responsibilities of the Council, its committees and other constituents involved in program review and assessment. It began with the role of the Program Review Committee (PRC). One member pointed out that overall there was a need to distinguish between administrative functions and governance functions. It debated the ability of the PRC to “ensure compliance” as part of its charge in Senate Charter Article X.6.6.1 and decided to leave the wording, given that the phrase can be interpreted in various ways. It was also suggested that more specific charges should be described in the Working Guidelines of the committees, but that the Senate Charter might best be left more open and flexible. It made changes to Article X.6.6.4. A review of Article X.6.6.5 sparked a discussion about the exclusion of program minors in the program review process. It was determined that the matter needs to be taken up by the Council at a later date for further consideration.

The discussion then moved to the role and responsibilities of the General Education Assessment Committee (GEAC). Senate Charter Article X.6.7.1 was left unchanged. Article X.6.7.4 raised the need for the Council to agree on mechanisms for sharing assessment results with the university community in an appropriate way.

The Council determined that a separate discussion about the role of the General Education Committee (GEC) was needed.

The Council reviewed the charges of the Undergraduate Academic Council (UAC) and the Graduate Academic Council (GAC). The description of the charges in the Charter do not appear to reflect the current practice of the Councils with regard to assessment. It was suggested that the Chair of CAA bring to the Senate Executive Committee a request that the UAC and GAC review its charges as described in the charter and report back to the CAA with recommendations for changes.

The Council then discussed the role of ITLAL and its director. Discussion ensued about keeping the position as “volunteer” rather than “ex officio.” It was decided to keep the position as it is for now.

The Council then discussed the role of the Director of Program Review and Assessment (DPRA) on the Council. It is currently described as “staff support person.” It was noted that although this is an important function on this and other Councils, e.g., CPCA, it does not carry with it the ability to vote. In addition, individuals serving as staff support generally don’t take an active part in discussions. The Council recognized that there is a need for the DPRA to be involved, but is concerned about overloading the “ex officio” positions on the Council. A rewording was suggested to Article X.6.2 that would reflect the current “trade off” between the DPRA and the Assistant Vice President of Institutional Research, Planning and Effectiveness. A change to Article x.6.1.1. is also needed to correct an outdated title.

Since time was short, it was agreed that the agenda item about data in the self-study was moved to the December meeting. Hard copies of the information were distributed.

Action steps:

1. The Council will add to its agenda a discussion about how program minors should be assessed.
2. The Council will add to its agenda a discussion about how best to share General Education results with the university community.
3. The Council will add to its agenda a discussion about the role of the General Education Committee.
4. That Henryk bring to the Senate Executive Committee a request that the UAC and GAC review its charges as described in the charter and report back to the CAA with recommendations for changes. The pertinent UAC articles are X.3.5, X.3.5.1 and X.3.5.2. The GAC articles are X.4.5.1 and X.4.5.2.
5. Kris will update the charter articles as noted and send to Council members for final review.

The meeting adjourned at 11:30 a.m.

Minutes respectfully submitted by Kristina Bendikas