

Academic Affairs Committee Meeting

Thursday, September 15, 2022

10-11:30am

BDC 134

<https://csub.zoom.us/j/84341264500?pwd=QmdNVHNTVmIPQitaRDVjZFE0U1hlQT09>

Meeting ID: 843 4126 4500 (Passcode: 968689)

Meeting Minutes

Present: Daisy Alamillo, Janet Armentor, Debra Jackson, Heidi He, Maureen Rush, Danielle Solano, Michael Szolowicz, John Tarjan (Chair)

Guest: Dean Bob Frakes

Absent: Andreas Gebauer, Mary Slaughter

1. Welcome and Introductions

We introduced ourselves to our guest, Dean Bob Frakes.

2. Approval of the Agenda & Minutes from September 1st

We approved the agenda (with addition of approval of the minutes from September 1st). The minutes from September 1st were approved. **John Tarjan will forward the approved version of the minutes for posting.**

3. Time Certain: 10:05 Dean Frakes on Program Assessment

We gave Dean Frakes a summary of our background from our last meeting. Dean Frakes shared that when he started, Carol Dell'Amico had been assessment coordinator and was able to fill him in on how things were run. Dean Frakes said that in A&H they have meetings (about once a semester) with the Dean, school assessment coordinator, and the department assessment coordinators. He also writes responses to department annual reports about their assessment in Taskstream. He recalls a university-wide meeting although this hasn't happened recently. Dean Frakes provides some release time for department assessment coordinators in certain situations (e.g., some departments are very small so doesn't make sense to provide release time).

We shared some ideas that we had discussed at our last meeting. One idea was an assessment council be formed that would be led by the school assessment coordinators. Maureen Rush shared that we do actually have an Assessment Leadership Team that apparently hasn't met recently. This group should meet and be charged with providing trainings for program assessment coordinators and draft a common job description for the school assessment coordinators. Debra Jackson reported that she helped setup the Advising Leadership Team and with posted the related content on the IPRA website. This structure is what we need to address assessment issues but is not formalized and did not meet after Kris Krishnan left.

Relevant links are posted here:

- <https://www.csub.edu/irpa/Program%20Assessment/csub-culture-of-assessment/Assessment-Leadership-Team-Mission.pdf>
- <https://www.csub.edu/irpa/Program%20Assessment/Assessment-Leadership-Mission/index.html>
- <https://www.csub.edu/irpa/Program%20Assessment/csub-culture-of-assessment/index.html>

Debra Jackson shared that we previously (approximately a decade ago) had a single university assessment coordinator, and this structure changed to one assessment coordinator for each school. She had asked Kris Krishnan to convene the Advising Leadership Team, but this process was never formalized.

We discussed who should be the convener of this group. It was suggested that the Office of Academic Affairs convene the group at the beginning of the academic year and then the group elect a chair at their first meeting. We discussed the list of members, and it was suggested that we add a representative from the Dean's Council. **John Tarjan will draft a resolution based on the Assessment Leadership Team Mission and other provided information.**

4. Announcements/Reports

We still had some issues with the link Zoom, so John Tarjan will create his own invite and Zoom link.

5. AAC as the Interschool Curriculum Committee

- a. INST/GST Course Discontinuations (See subfolder AAC as Curriculum Committee)

Debra Jackson recently looked through all the GST courses and noticed some that have not been offered in the past five years. Debra Jackson emailed the appropriate faculty asking if GST 1050, 1400, and 1410 could be removed. Tracey Salisbury replied that they should be removed. **John Tarjan will sign the Course Proposal Forms and forward these to the Office of Academic Programs.**

6. Potential Referrals (Materials can be found in AAC Box folder.)
 - a. Academic Programs Assessment Quality Feedback (Debra)

See above.

- b. Department Formation Criteria (second look at task force recommendations) (John)

Maureen Rush chaired the taskforce with representatives from each of the three subcommittees. One of the controversial issues was the part about whether three tenure track members should be recommended versus required. Some AAC members agreed with the change, but others did not. There was debate, and we could not come to a consensus. The other point of discussion was Item III “New Department Proposal: Procedure for Review”, section B which BPC had deleted. Some committee members expressed concern about moving a proposal forward without informing lower levels, while other members pointed out that this might slow down the process. We decided after some discussion to recommend that this section not be deleted. **John Tarjan will share our feedback at Senate Executive Committee.**

7. Open Forum

There were no open forum items.

8. Adjournment

We adjourned at 11:20 am.