MINUTES

Present: Jeffrey Anderson, Eric Bahuaud, Sarah Bee, Rick Block, Pat Buchsel, Terri Clark, Brooke Coleman, Isiaah Crawford, Carlos de Mello e Souza, Bill Ehmann, Leticia Guardiola-Saenz, Mike Higgins, Arun Iyer, Kate Koppelman, Rob Rutherford, Frank Shih, Heath Spencer, John Strait, Dan Washburn

I. Review of 11-16-15 Minutes
   A. Correction to vote on Bylaws amendments: one opposition
   B. Announcements
      1. Rich LeBlanc from College of Science and Engineering is willing to serve on ERP steering committee, will recruit another member from Faculty Technology Committee
   C. Minutes approved with no oppositions or abstentions

II. Academic Affairs Dashboard Report
   A. Areas of success
      1. Enrollment: total headcount, new first time in college, transfer students, undergraduate headcount, graduate headcount (Law School is still down but has a number of measures in place to address this – discussed below)
      2. Graduation rates: six year graduate rate, six year underrepresented minority graduate rate, student athlete graduate rate
      3. Continued commitment to enrollment and graduation rates of underrepresented minority (URM) students
      4. Moving in the right direction for enrollment of international students
      5. Increase in percentage of courses taught by full time faculty, also at a four year high for courses taught by tenure stream faculty
   B. Areas of challenge
      1. Discount rate is up, currently at 44.9% for freshmen (goal to remain lower than 50%)
      2. US News and World Report ranking dropped one, from 5 to 6 – unknown exactly why
      3. Percentage of courses with less than 20 students in class dropped 4% from last year
         a. Good to have smaller class sizes, one of our differentiators
         b. Not excellent for the business rate
         c. Currently looking at classes running with fewer than 10 or more than 30 students to see what is driving this increase
      4. First time in college (FTIC) fall to fall retention is down from 87% to 84%, FTIC 2-3 year retention rate is down from 91% to 90%
         a. Urge faculty to continue to give early reports of students having difficulties within first few weeks
   C. School of Law
      1. Board of Trustees approved 4 new program proposals: Master of Laws in Tribal Law, Master of Laws in Elder Law, Master of Laws in Innovation and Technology Law, and Master of Legal Studies
         a. School of Law has an insulated curriculum review process that does not come to AcA – part of the original agreement between SU/School of Law
         b. Some or all of these programs may be able to be offered in a hybrid format, and will also explore offering at our Alaska campus
D. This dashboard is the same set of data that the Board of Trustees received and most data can be found on the University Planning/ Institutional Research webpage

III. University Assessment Committee Update (David Carrithers, Bob Dunway, Kate Koppelman, Chuck Lawrence, Christina Nilsen, Tim Wilson)
A. NWCCU Accreditation
   1. External assurance/validation process that SU is a reliable provider of education through peer review and reporting
   2. May make us eligible for forms of federal financial aid
   3. Guidelines from Department of Education filter down to regional accrediting bodies (for us, NWCCU)
   4. Process includes 1,3, and 7 year reports built around “Core Themes” – strategic goals that guide our work, centered on educational effectiveness
   5. SU will submit 7 year report in fall 2017 and NWCCU will visit in spring 2018
B. Core Themes for NWCCU report are based on our primary goals in strategic plan
   1. Enhancing Transformational Education
   2. Fostering Professional Success
   3. Responding to External Change
   4. Creating Infrastructure for Excellence
C. Assessment Reports
   1. Faculty are responsible for assessment of student learning within their program through annual program assessments with a goal of ongoing improvement
   2. Each school/college has an assessment coordinator who works with program directors to assemble annual reports
   3. Last year, group of faculty reviewed reports
      a. Did reports meet university standards?
      b. Did 75% of students achieve the learning outcome within the program?
   4. 80% of programs passed threshold last year for Undergraduate Learning Outcome 2
   5. This year, UAC and faculty reviewers will be reviewing Undergraduate Learning Outcome 3 and Graduate Learning Outcome 1, and will partner with Student Development and Mission and Ministry to gather data from extra- and co-curricular programming for these outcomes
   6. Reviewers check for thoroughness and usefulness of information gathering and analysis

IV. AcA Appointments
A. University Academic Policy Committee
   1. Need co-chair and faculty representatives from each school/college, appointed by AcA
   2. Work with Registrar on university policies, moderate to large workload anticipated
   3. Frank Shih will be a faculty representative
B. University Assessment Committee
   1. Need more faculty representatives as appointed by AcA
C. University Sponsored Academic Programs
   1. Need chair appointed by AcA and faculty representatives appointed by dean of each school/college
   2. Will meet on as-needed basis, low workload anticipated
D. Assessment and Planning Coordination Committee
   1. Review all offices across university who do not offer academic programs
   2. Sarah Bee will serve as faculty representative
E. AcA needs an explanation of committees and what positions are needed

V. Proposed Program Revisions
A. School Counseling and Mental Health Counseling (College of Education)
   1. Increase in credits and revision of curriculum to meet market demand
   2. Revised program includes additional endorsement in teaching for English Language Learners
   3. Motion to approve memo as written approved with no oppositions or abstentions

B. Business Valuation Certificate (Albers School of Business and Economics)
   1. Update program requirements to make more attuned with special areas in demand and reduce redundancy
   2. Recommendation for PRC to use more specific language on final recommendation
   3. Suggestion for this program explore the possibility of developing a hybrid/online option
   4. Motion to approve memo as written approved with no oppositions and one abstention

VI. Update on Unionization
   A. Motion to delay discussion to future meeting approved with no oppositions or abstentions

VII. Announcements
   A. AcA would like representatives of Diversity and Inclusive Excellence to attend an upcoming meeting to discuss Campus Climate Survey results
   B. Faculty Senate Task Force will present a draft document at January 11 meeting