Academic Program Assessment Committee

Committee Charge

The Academic Program Assessment Committee (APAC) is responsible for reviewing and recommending policies and procedures to maintain a robust academic assessment process to the provost. The committee reviews the quality of assessment plans submitted by units within academic colleges and reports annually to the provost the status of the academic assessment process within the institution.

Committee Membership

The voting membership of APAC is composed of a minimum of two representatives from each college, a representative from the library faculty, and a representative from the Honors College. The size of APAC’s membership may vary, though all changes to membership made by APAC must ultimately be approved by the provost or their designee.

The duties of the APAC members are:

- to serve as chair or co-chair of a Divisional Review Committee (DRC); organizes the DRC reviews of assessment results and assessment plans;
- to apprise the college dean or appropriate vice president of issues and updates related to the continuous quality improvement process;
- to provide assistance and guidance to the unit and department heads on the academic assessment policies and procedures;
- to provide timely communication of all APAC mandates, instructions, and deadlines to Assessment Coordinators (ACs) and others as appropriate;
- to maintain a current list of DRC members in the colleges and divisions and updates this with APAC chair each fall or whenever changes are made;
- to serve as the liaison for any unit or program in his or her college or division that requires assistance in the development of plans, analysis of collected data, documentation of assessment results, and navigation of the web-based assessment management system;
- to work with the chair of APAC and the Institutional Effectiveness Analyst to coordinate training for ACs and other appropriate groups.

The Chair of APAC is the Director of Academic Programs Assessment. This is an administrative position that will be appointed to oversee APAC and is to be drawn from the faculty. If there is no Director, the Chair of APAC will be selected from the university faculty and will serve as a non-voting member in their role as chair. However, the chair may also represent one of the colleges and would therefore have a vote as the representative of their respective college, school or support unit.
Academic deans, the provost, representatives from Institutional Research and Effectiveness, and the accreditation liaison are ex officio, non-voting members.

**Non-Committee Key APAC Assessment Roles**

*Divisional Review Committee (DRC)*

Within the academic sector of the university, a DRC is composed of all ACs from the departments, degree programs, or academic units that make up a particular division. The co-chairs of the DRCs are two of their corresponding APAC representatives. A division can be an entire academic college, group of colleges, and/or academic units within the institution of Florida Tech. There are four academic DRCs. These are as follows:

- **CoB/CoA Divisional Review Committee** (includes online/off-site programs)
- **CoES Divisional Review Committee** (includes online/off-site programs)
- **CoPLA Divisional Review Committee** (includes online/off-site programs)
- **GenEd Divisional Review Committee** (includes online programs)

The DRC is responsible for:

- establishing internal submission deadlines for initial and final submissions of assessment results, reports and plans;
- reviewing and evaluating, every five years, the quality of assessment plans for each department, degree program, and academic unit within its division. The review criteria are outlined in the Assessment Review Rubric and can be found on the APAC website ([www.fit.edu/apac](http://www.fit.edu/apac)). The procedural flowchart for Changes to Assessment Items that define the roles for DRC co-chairs and members can be found in this document and, separately, on the APAC website ([www.fit.edu/apac](http://www.fit.edu/apac));
- assisting faculty and staff in adhering to specific review criteria;
- to review all new degree programs before sending to APAC. The procedural flowchart for New Programs that define the roles for DRC co-chairs and members can be found in this document and, separately, on the APAC website ([www.fit.edu/apac](http://www.fit.edu/apac)).

*Assessment Coordinator (AC)*

ACs for an academic unit or degree program will be appointed by the dean of the college where the unit or program resides. In addition, the number of ACs per academic unit or degree program will be decided by the college deans in consultation with APAC. At the recommendation of the members of the APAC, at least one AC should be a 12-month faculty member or a staff member, such as a department head or an academic chair, who is very familiar with the academic unit or degree program to which he or she is assigned.

The duties of an AC are:

- to enter assessment plans in the web-based assessment management program;
• to collect and coordinate assessment data from faculty and/or staff responsible for implementing assessment measures;
• to enter all assessment data, action plans, and answers to analysis questions in the web-based assessment management program, WEAVE, for review by departmental/academic unit faculty, including program chairs and department heads. ACs should work with their Program and Department Chairs as well as the Director of Academic Program Assessment to ensure all annual assessment data is entered into WEAVE;
• to lead an annual departmental/academic unit discussion about all program-level student learning assessment data and results, comparing the results to those of the previous year. The discussion should result in the development of Action Plans that lead to improvements to student learning;
• to lead a departmental/academic unit five-year review of the program assessment outcomes and measures, comparing them to those of the previous years, and to make appropriate changes as necessary;
• to attend an annual meeting with the Director of Academic Program Assessment to review new policies, procedures, and reporting criteria and to refresh training on WEAVE.