

Meeting Minutes for the  
University Assessment Committee Meeting  
Wednesday, July 7th, 2010, 10:00-11:30 a.m.  
Conference Room, Second floor, Olin Physical Sciences Building

In attendance: Monica Baloga (Chair), Brian Ehrlich (by conference call), Veronica Giguere, Pierre Larochelle, Tim Muth (in for Alex Vamosi), Hamid Rassoul, Tim Rosser, Matt Ruane, Richard Turner, Ken Crooks, Ted Richardson, Leslie Savoie (guest)

Absent: Rodd Newcombe (teaching conflict), Manolis Tomadakis

Provost Dwayne McCay was in attendance for the beginning of the meeting to stress his support of the program-level student learning assessment at Florida Tech. He reiterated his commitment to support our requests in order to successfully establish a “culture” of assessment.

I. June 16<sup>th</sup> meeting minutes (unanimously approved)

II. Update on meetings with Provost and Dean’s Council

The UAC Chair met with Provost McCay and Senior Vice Provost Bonhomme on Wednesday, June 23<sup>rd</sup>, to discuss the current progress on CS 3.3.1.1. for the SACS 5<sup>th</sup> Year Interim Report. The Chair informed them that the UAC was currently setting procedures and policies, that Assessment Coordinators have been established for each department and degree program, and that they have been organized into Divisional Review Committees. The Chair restated her request for funds to purchase a web-based Assessment Management System and for support in the form of an assistant who will help with clerical work and with administrating the Assessment Management System. There is commitment from his office for both. The UAC Chair also asked the Provost to communicate his support to the campus community by letter and/or email.

The UAC Chair also met with the Dean’s Council meeting on July 7<sup>th</sup> to discuss their role in the student learning assessment process. They were updated on the assessment committee structure and their efforts to date. They were asked to contribute by created and/or amended the Mission Statements for their colleges so that departmental and program could align theirs with their respective College. They were also asked to help enforce deadlines for submission of upcoming assessment items. It was suggested that they offer release time or summer compensation for 9 month faculty acting as Assessment Coordinators. At the end of this meeting, Dean Waite (CoE) mentioned that in order for assessment to become part of our culture on campus, both it and SACS has to become an institutional priority. There needs to be frequent and wide-spread communication and work in these areas from the higher administration.

Discussion ensued within the committee meeting about the possible need for a Provost/Dean’s Assessment Advisory Committee. There needs to be some mechanism in place that will allow timely communication with both Deans and the Provost if situations arise where there assistance is required. Dr. Richardson will send the UAC Chair information on this.

### III. Discussion (cont'd) - Policies and Procedures

#### a. The Assessment Process: Evidence and Additional Expectations

- i. Deadlines: deadlines were determined for the following assessment items
  - final Curriculum Mapping – August 27, 2010
  - Assessment Mapping – October 1, 2010
  - Measurement Statements (include Achievement Targets) – October 1, 2010
  - DRC review of Assessment Mapping and Measure Statements – December 3, 2010

The Chair will send out an email to the UAC and to the academic Deans to remind/inform them of the deadlines. The UAC members are asked to forward the information to the Assessment Coordinators in their DRC.

Discussion during this part of the meeting focused on whether to hold additional workshops with our assessment consultant, Dr. Alexander-Snow. Most members indicated that they would rather work cooperatively on this internally before considering external alternatives. The Chair then announced the creation of a UAC website at [www.fit.edu/uac](http://www.fit.edu/uac). This site will include meeting agendas and minutes, policies and procedures, and templates with instructions, definitions, and deadlines associated with the assessment process.

There was also some discussion about the new Coordinator of Assessment position and who, internally, may be able to fill that position. The Chair requested potential names from the UAC. Dr. Hamid Rassoul replied that he would be able to suggest someone. The Chair also informed the committee that a decision was imminent on the Assessment Management System. Its choice was between WEAVEonline and Tk20. Ms. Leslie Savoie (OIR) was on hand to provide additional information on these two programs.

- ii. The assessment cycle (*did not get to due to time constraints*)

#### b. Divisional Review Committee: Responsibilities

The committee reviewed the organization of the 5 DRCs and had some discussion on the appropriate placement of CoA either in the CoB DRC or the CoE DRC. Initially CoA was placed with CoB because of its smaller number of committee members; however, because the assessment portion of CoA's program accreditation, AABI, parallels that of ABET, it might be better to place them with CoE. It was determined that this could be decided at a later date once CoA has had time to think about it more thoroughly.

Although a formal vote was not taken, most members agreed with the duties listed for the DRC.

- c. UAC: Responsibilities (*did not get to due to time constraints*)

### IV. Action Items – Email deadline dates to the Assessment Coordinators.

V. Next meeting: July 28<sup>th</sup>, 10:00-11:30 a.m. in conference room of Olin Physical Sciences Building.

## **Divisional Review Committee (DRAFT)**

Within the academic sector of the university, a Divisional Review Committee is composed of all Assessment Coordinators 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 UAC representatives. A division can be an entire academic college, group of colleges, and/or academic units within the institution of Florida Tech. There are five academic Divisional Review Committees. These are as follows:

CoB/ESD Divisional Review Committee (includes online programs)  
CoE Divisional Review Committee  
CoPLA Divisional Review Committee (includes online programs)  
CoS Divisional Review Committee  
GenEd Divisional Review Committee (includes University Experience)

The placement of CoA will be with either the CoB or CoE DRC – to be determined at a later date.

The DRC is responsible for the following:

- reviewing and evaluating the quality of assessment plans for each department, degree program, and academic unit within its division. The review criteria is outlined in the Assessment Review Rubric (**needs modification**), found on the UAC website ([www.fit.edu/uac](http://www.fit.edu/uac)).
- assisting faculty and staff in adhering to specific review criteria.
- comparing the results reports and plans to those of the previous year.