

Meeting Minutes for the  
University Assessment Committee Meeting  
Tuesday, November 9, 2010, 2:00-3:00 p.m.  
Conference Room, Second floor, Olin Physical Sciences Building

In attendance: Monica Baloga (Chair), Guy Bruce, Ken Crooks, Brian Ehrlich (conference call), Veronica Giguere, Pierre Larochelle, Ted Richardson, Tim Rosser, Matt Ruane, Manolis Tomadakis, Richard Turner, Alex Vamosi

Absent: Hamid Rassoul, Andy Stanfield

- I. August 24<sup>th</sup>, 2010 meeting minutes approval – approved by all voting members in attendance
- II. WEAVEonline Demonstration – Introduce CJ Colley, Assessment Specialist

Before introductions, the Chair passed out a website link from Andy Stanfield that gave access to the WEAVEonline Orientation training session given on October 26<sup>th</sup>. CJ was then introduced as the Assessment Specialist, formerly from OIR, who will be the administrator for WEAVEonline. He gave a presentation on some of the functions within WEAVEonline, which include areas for submitting assessment items (PLOs, measures, etc.), generating reports, and setting up curriculum maps. Curriculum maps can be generated once the PLOs are uploaded and the appropriate courses (already uploaded to WEAVE) for the degree programs are selected. CJ stated that once WEAVEonline Technical Support finishes synchronizing their login with our TRACKS account information, he will be able to create test sites for anyone who is interested in exploring the system.

The committee was then informed that CJ would be willing to do some work to help upload PLO statements to WEAVEonline.

III. Discussion on submission and review of assessment items

As the DRC Chairs, the committee members were asked to share the current state of submission, review, and revision of assessment items. Reports from the members were that most departments were on time with their submissions. In order to facilitate the anticipated work of uploading items into WEAVE, the Chair asked the UAC members to announce to their respective DRCs that final revised PLOs and Curriculum Maps should be submitted on the Sharepoint site and that they should be clearly identified. The deadline of Friday, Nov. 12<sup>th</sup>, was given for this action item. In addition, the graded rubrics for evaluation of PLOs, Measurement Statements, and Achievement Targets should be complete and submitted to Sharepoint. The Chair asked that this information be passed along to the DRC members with a submission deadline of Monday, Nov. 15<sup>th</sup>, for any coordinators who have not already submitted their rubrics. Lastly, the Chair asked the UAC members to write a report on the assessment item submission process for their respective DRC which includes reports on exemplary models within their colleges/DRCs and any requests for resources or intervention that may be necessary to help programs meet assessment expectations. The report should be submitted to the Chair only at [mbaloga@fit.edu](mailto:mbaloga@fit.edu).

IV. Action Items:

- a. **Inform DRC members of the Nov. 12th deadline for submitting final copies of PLOs and Curriculum Maps, which clear identification, on the Sharepoint site.**
- b. **Inform DRC members of the Nov. 15th deadline for submitting the complete graded rubric to the Sharepoint site.**
- c. **Write a report on the assessment item submission process which includes reports on exemplary models within their colleges and any requests for resources or intervention that may be necessary to help programs meet assessment expectations. The report should be submitted to the Chair only at [mbaloga@fit.edu](mailto:mbaloga@fit.edu).**

V. Next meeting: Tuesday, December 14<sup>th</sup>, 2010, from 10:00 a.m. to 11:00 a.m.