Meeting Minutes for the
University Assessment Committee Meeting
Tuesday, December 14, 2010, 10:00-11:00 a.m.
Conference Room, Second floor, Olin Physical Sciences Building

In attendance: Monica Baloga (Chair), Ken Crooks, Brian Ehrlich, Veronica Giguere, Pierre Larochelle, Hamid Rassoul, Ted Richardson, Tim Rosser, Matt Ruane, Andy Stanfield, Manolis Tomadakis, Richard Turner, Alex Vamosi

Absent: Guy Bruce, Pierre Larochelle

Before addressing items on the meeting agenda, Dr. Baloga thanked the committee members for their hard work throughout the semester keeping the Assessment Coordinators on task and meeting deadlines.

I. November 9th, 2010 meeting minutes approval – approved by all voting members in attendance

After approval of the meeting minutes, discussion ensued about the status of the SACS 5th Year Interim Report. The Chair reported that 12 of the 14 Principles required for the report were mostly complete. Only CS 2.8 Faculty (full-time vs. part-time numbers) and CS 3.3.1.1 Institutional Effectiveness (Educational Programs) are not completed but progress has been made on both. The Chair then asked if anyone serving on the UAC wanted to act as a reviewer once the report was completed. Brian Ehrlich and Hamid Rassoul volunteered.

II. WEAVEonline Information: CJ Colley, Assessment Specialist

CJ Colley informed the committee that the logon process for WEAVEonline should now be final and that members should try to logon using their TRACKS accounts and let him know as soon as possible if they had trouble with it. He then stated that he had uploaded most of the PLOs on to the WEAVEonline Florida Tech site. After reminding the committee where the PLOs were located in the system, he (and the Chair) instructed them to have their Assessment Coordinators logon to WEAVE, check the PLOs, and mark them as "Final" if they were correct.

III. DRC Reports

The committee then discussed the required information needed in the DRC reports. It was decided that each report should include information on the assessment item review process, whether or not any items were marked as "Developing", the steps taken to bring those items to "Acceptable" status, any resources that may be necessary for departments/programs to meet the demands of the assessment process, and statements about any department/program that deserved recognition for exceptional work.

There was a general consensus among UAC members that any assessment item marked "Developing" should be revised and reviewed again until it meets "Acceptable" standards. Any department or program with such rankings will be given until the end of the spring semester make corrections.

The final DRC reports are due on Tuesday, December 21st.

IV. Additional Items to report to Provost (discussion)

There were no suggestions for additional items to report to the Provost.

V. Action Items:
   a. **Once CJ emails the link to WEAVEonline, log on using your TRACKS information and report to him whether you were successful or not.**
   b. **After checking your access, email the link to your DRC members, ask them to log on using their TRACKS information, and to review the PLO statements that were uploaded by CJ. (CJ may be drafting a procedure for them to follow.)**
   c. **Submit the DRC report by Tuesday, Dec. 21st.**

VI. Next meeting: TBD, January, 2011