Meeting Minutes for the
Academic Program Assessment Committee Meeting
Wednesday, February 23, 2011, 10:00-11:00 a.m.
Conference Room, Second floor, Olin Physical Sciences Building

In attendance: Monica Baloga (Chair), Guy Bruce, Ken Crooks, Brian Ehrlich (via conference call), Veronica Giguere, Pierre Larochelle, Ted Richardson, Tim Rosser, Matt Ruane, Andy Stanfield, Manolis Tomadakis; Charles "CJ" Colley (guest), Terry Oswalt (guest), Leslie Savoie (guest)

Absent: Hamid Rassoul, Richard Turner, Alex Vamosi

I. January 26th, 2011 meeting minutes approval – approved by all voting members in attendance

II. Assessment Cycle Timeline

The Chair opened the meeting explaining the need for an annual timeline for collecting and analyzing data, developing and implementing action plans based on analyses, developing outcomes and measures for the new academic year, and reporting previous year's results and plans. The Chair then solicited input from the APAC members. After much discussion, particularly surrounding the desire to eliminate as much summer obligations as possible for those Assessment Coordinators that are 9-month faculty, the following was decided:

1) Any reporting and plans would be based on a full calendar year (spring, summer, and fall semester) as opposed to an academic year. This was deemed important in light of the different schedules followed by online vs. main campus and off-site locations.
2) Every fall, spring and summer, data will be gathered from measures used to determine if targets for outcomes are being met.
3) From January to March of each year, data gathered in the previous calendar year would be analyzed. This time period will ensure that all faculty are engaged in analysis of data for the degree program(s) in which they participate.
4) From March to May, action plans would be developed based on the analysis of the collected data. This time period will ensure that all faculty are engaged in the creation of an action plan for the degree program(s) in which they participate.
5) From August through the beginning of October, action plans will be implemented and faculty will work together on developing new outcomes and measures for the new academic year, if necessary.
6) All input of relevant information to WEAVEonline (i.e. data findings with supporting documentation, action plans, new outcomes and measures with targets) will be finished by June 1st of each year.

The Chair reported that she would draft a document with a graphic showing the timeline with narrative to explain each phase. Before distributing it by email for committee approval, the Chair will finalized the deadline for reporting to the administration with the Chief Operating Officer. (NOTE: this has since been done and the timeline document is appended to the minutes.)

III. Subcommittees

Due to lack of time and the absence of key committee members, the Chair briefly explained the desire to create subcommittees to begin drafting policies regarding the assessment of new undergraduate and graduate degree programs. One idea is to have PLOs, curriculum/assessment maps, intended measures and targets defined, approved, and signed by the APAC before submitting to the Undergraduate Curriculum Committee or Graduate Council. This will be a matter of further discussion at the next APAC meeting.

IV. Miscellaneous

a. Reminder: Measures/Targets in WEAVEonline by March 4th

The Chair reminded all members that uploading of measures and targets on WEAVEonline is due by March 4th, 2011. She also reminded them that CJ was still available to help with that process.

b. SACS Fifth-Year Report due March 25th

Due to the upcoming deadline, the Chair informed the committee that they would not meet in March.

c. Next meeting: Wednesday, April 20th or 27th, 2011, from 10-11 a.m.

The committee decided to meet next on **April 20th, 2011**.