

Meeting Minutes for the  
Academic Program Assessment Committee Meeting  
Wednesday, April 20, 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; Richard Turner; Alex Vamosi; Charles “CJ” Colley (guest), Michael Grace (guest), Leslie Savoie (guest)

Absent: Hamid Rassoul

I. February 23, 2011 meeting minutes approval – approved by all voting members

a. Assessment Cycle Timeline

All voting members approved changing “academic” to “calendar” year in Aug-Sept-Oct block of Assessment Cycle. Because some committee members were confused by other aspects of the cycle, it was suggested that it be reported in a different format. Dr. Tomadakis volunteered to generate a new document that illustrates an annual timeline (see appended document).

II. WEAVEonline Assessment Item overview

Mr. Colley, Assessment Specialist, generated a spreadsheet of all degree programs listed in WEAVEonline that did not meet the prescribed number of PLOs and measures and types of measures, as determined by the APAC committee. Listing only those programs not meeting the criteria, they were identified as having too little PLOs or measures, too much, or those with errors, such as using letter grades or reporting measures that had no relation to program-level learning outcomes. Segregated by college, the Chair passed the information to appropriate committee members.

Expectations from the Office of the Executive Vice President/Chief Operating Officer are for full implementation of the assessment process this fall with annual data collection and reporting on all PLOs and measures. Thus, those programs with too few PLOs and/or measures were instructed to meet the prescribed number by fall. Those with too many PLOs and/or measures were warned of the commitment for annual data collection and reporting. It was suggested that programs with more than expected PLOs may want the opportunity to reduce the number in anticipation of fall implementation. Those programs marked as “wrong” were instructed to remove letter grades as a performance measure and to use more appropriate program-related measures.

The Chair reported that a DCR member from the Science and Math Education Department requested to change their Bachelor’s degree program PLOs to reflect the new standards set forth by the Florida Department of Education for 2012. This would give them a head-start on data collection for these standards. The department was given permission to make the changes.

Lastly, Dr. Larochelle expressed frustration on behalf of department heads and members within the College of Engineering in using a Word document template to report QEP assessment results and plans instead of WEAVEonline. The Chair noted and echoed his frustration, and with confirmation

from the Assessment Specialist, she indicated that efforts were being made to figure out the best way to organize QEP reporting in this program.

### III. President's Retreat

The annual President's Retreat will be held on May 21-24, 2011. As determined by the Chief Operating Officer, annual reporting of QEP and academic program assessment results and action plans will occur at this retreat which is attended by all academic deans. The Chair noted that although there were no academic program assessment reports to present based on the new model, there would be discussion about progress of the development of the academic assessment plan. It is expected that the programs found with too little PLOs/measures or those marked as "wrong" will be corrected by this time for reporting purposes.

### IV. Fall Activities

- a. Full roll-out of Program-level assessment plan  
Expectations from the Office of the Executive Vice President/Chief Operating Officer are for full implementation of the assessment process this fall with annual data collection and reporting on all PLOs and measures. The Chair noted that although the committee had voted on the number of PLOs assigned to Associate's degree programs, there was no record of the committee's decision on the number and type of measures for the PLOs. After some discussion, the committee voted on a motion that all undergraduate (i.e., Associate's and Bachelor's) program PLOs require two measures, and at least one measure must be direct. The motion passed with 11 members approving and one member abstaining.
- b. Exempt degree programs  
Any degree programs that were exempt from the assessment process this year will be required to develop assessment items in the fall. This includes all for-credit certificate programs. The committee will need to determine the number of PLOs and types of measures required for these programs.
- c. Subcommittees  
Subcommittees will be formed in the fall to create program-level assessment guidelines/requirements for all new degree programs. Also, the General Education core DRC will be formed with Dr. Ruane and Ms. Giguere acting as co-Chairs. Dr. Turner expressed concern that the new core is being discussed and voted on in the Undergraduate Curriculum Committee this Friday, April 22. The Chair responded that she had already talked to the Dr. Bob Taylor, Hum/Comm Department Head, about the changes and was assured that they would not adversely affect the competencies listed for General Education.

### V. Action Items:

**(1) By May 13, 2011, degree programs with too few PLOs and/or measures must meet the minimum prescribed number and type determined by the APAC.**

**(2) By May 13, 2011, degree programs with PLOs and/or measures marked “Wrong” should correct their statements. They are instructed not to use letter grades or inappropriate measures for program-level assessment.**

VI. Next meeting: August, 2011 – date and time to be determined.

*Have a happy summer!*  
*Respectfully submitted,*

*Monica H. Baloga, Chair*

