

Meeting Minutes for the  
Academic Program Assessment Committee Meeting  
Friday, September 9, 2011, 1:00-2:00 p.m.  
Conference Room, Second floor, Olin Life Sciences Building

In attendance: Monica Baloga (Chair), Ken Crooks, Vanessa Edkins, Brian Ehrlich (via conference call), Veronica Giguere, Pierre Larochelle, Tim Rosser, Matt Ruane, Andy Stanfield, Manolis Tomadakis, Richard Turner, Alex Vamosi

Guests: John Barranti, Charles "CJ" Colley, Michael Grace, Leslie Savoie

Absent: Hamid Rassoul, Ted Richardson

I. April 20, 2011 meeting minutes approval (including Assessment Cycle)

These were approved by all attending voting members.

II. SACS Fifth-Year Report update

The Chair reported that the SACS response to the Fifth-Year Report was received in July, and overall, the institution did well. The two areas of concern before submission were received without comment. However, the SACS Commission did request Curriculum Vitae for certain academic/administrative officers and all academic program coordinators. These were due on September 7, 2011. In addition, it was reported that the QEP Impact Report was received with no further action required. The current QEP program will remain intact, but will require a name change to accommodate the development of a new QEP initiative for our institution's 2015 reaffirmation report.

III. WEAVEonline: Outcome statement approvals

Although the newly approved assessment cycle timeline indicates that end of October is the final date for outcome statement approval, PLOs for this assessment cycle will be marked "Approved" in WEAVE by end of September. If necessary, minor changes to PLOs can be made before this time. The Assessment Specialist was asked to resend the PLO Inventory to the committee members for reference.

IV. Fall Activities (some Old Business)

a. Academic Program/Department Mission Statements

Because the newly revised university mission statement was approved by the Board of Trustees in April, 2011, the academic programs/departments are encouraged to draft their mission statements in alignment with the university statement. Although college mission statements were written and reviewed last year, edits were not made based on those reviews. However, the Chair indicated that all but one college mission statement received "Acceptable" or above on their review, thus, it was encouraged that they be completed and used, in addition to the university mission statement, when drafting the academic program/department statements. The Chair stated that she would send the reviewed college mission statements to the appropriate representative for final editing.

When asked if the academic program/department mission statements should be submitted to WEAVEonline for the review process, the Chair agreed and stated that

she and the Assessment Specialist, CJ Colley, would determine the best process for this and communicate it to the committee. The members were asked to have draft statements submitted to WEAVE by October 14, 2011. Because CoE and CoS were compartmentalized by department, only departmental mission statements are requested that will be used for each degree program in that area. CoA reported that mission statements had already been created for each degree in that college. Because CoPLA has both a department (Department of Humanities and Communication) and specific academic programs in the School of Psychology, they will be developing mission statements appropriate to their college's internal structure. CoB will have further discussions with the Chair to determine the best course of action for drafting statements for their degree programs.

b. Full roll-out of Program-level assessment plan

The Chair reminded committee members that those courses previously selected for assessment that are taught this fall should be gathering assessment data.

c. Exempt degree programs

The Chair also reminded the committee that degree programs that were exempt last year should begin (if they have not already done so) development of their outcomes, measures, and achievement targets. These programs are M.S. and B.S. in Interdisciplinary Science, B.A. in Humanities Pre-Law, A.A. in Liberal Arts, M.S. in Global Strategic Communication, B.S. in Construction Management, B.S. and M.S. in Computer Information Systems, Ph.D. in Engineering Systems, and all certificate programs. According to the newly approved Assessment Cycle, these should be completed and reviewed by the end of October.

d. Formation of Subcommittees

The Chair mentioned the idea of creating subcommittees to investigate assessment requirements for new degree programs and procedures for reviewing them before submission to curriculum committees for approval. It was added that requirements should also be set for course changes to existing programs. Instead of working through subcommittees, APAC members would rather reach a consensus on requirements and procedures during our regularly scheduled meetings.

The Chair then announced the formation of the General Education DRC which will be co-Chaired by Matt Ruane and Veronica Giguere. Florida Tech's general education core consists of Humanities/Communication, Mathematics, Physical/Life Sciences, Social Sciences, and University Experience requirements. Matt Ruane will represent both the Humanities and Communication component and Veronica Giguere will represent the University Experience component. The Chair asked the CoS representative for nominations of faculty to represent Mathematics and Physical/Life Sciences. Representatives from both CoB and CoPLA were invited to nominate representatives as well. Because the DRC needs to be formed before the next APAC meeting, the Chair will follow up by email asking for nominations.

## **V. Action Items:**

### **1. Complete college mission statements based on review comments.**

**2. Draft copies of mission statements for academic departments/programs should be submitted to WEAVEonline by October 14<sup>th</sup>. Details about this process will be provided.**

VI. Next meeting: Friday, October 14, 2011; second floor conference room in Olin Physical Sciences Building.

*Respectfully submitted,*

*Monica H. Baloga, Chair*

