Meeting Minutes for the
Academic Program Assessment Committee Meeting
Friday, October 14, 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, Michael Grace, Pierre Larochelle, Ted Richardson, Tim Rosser, Matt Ruane, Andy Stanfield, Manolis Tomadakis, Richard Turner, Alex Vamosi

Guests: Charles "CJ" Colley, Leslie Savoie

Absent: Tim Rosser

I. September 9, 2011 meeting minutes approval
    Before approving the following changes were made: Vanessa Edkins was added to the "In Attendance" list; the B.S. in Humanities Pre-Law was changed to B.A. With these changes, the minutes were approved by all attending voting members.

II. WEAVEonline Webinar Information (presented by CJ Colley)
    The Chair reported that she and CJ Colley had listened to a webinar hosted by WEAVEonline that concentrated on the "red flags" SACS reviewers target in any assessment process. Mr. Colley reviewed this information with the committee and posted the "Red Flags and Quick Tip for Creating Assessment Items" and "Bloom's Taxonomy of Measurable Verbs" documents on the APAC website at http://www.fit.edu/apac/. Dr. Richardson then mentioned that Mr. Andy Stanfield had hosted, at his request, a day-long workshop for the ESD Off-site Directors that focused on building and assessing curriculum. Mr. Stanfield willingly offered to share his presentation with the committee. His presentation, as well as the one from WEAVEonline, can be found on the APAC Sharepoint site at https://sharepoint.fit.edu/sites/oit/uac. Members can use their TRACKS account information to log into this site.

III. Old Business
    a. Reminder for exempt degree programs
        The Chair reminded all members that the exempt degree programs from last year should be finished with outcomes, measures, targets and their review by the end of October. This includes for-credit certificate programs, although the Chair mentioned that guidelines had not yet been established for them.

    b. Update on General Education DRC
        The Chair reported that this DRC held its first meeting and was given instructions to implement an assessment plan that would provide evidence that our students were meeting the core general education competencies. These competencies are already established; however, they will be reviewed by various stakeholders, such as the Undergraduate Curriculum Committee (UGCC) and the Council of Deans. The DRC members included Mr. Matt Ruane (Humanities, co-Chair), Ms. Veronica Giguere (University Experience, co-Chair), Dr. Joel Olson (Chemistry), Dr. Ugur Abdulla

(Math), Dr. Catherine Cook (Business, Online), and Dr. Maria Lavooy (Psychology, Online).

    c. New (or changes to) Undergraduate and Graduate Programs: Assessment requirements
The Chair directed the committee to the discussion of establishing assessment requirements for new programs and changes to assessment-designated courses in existing programs. It was determined that certain assessment items should be required and prior approval should be mandatory before new programs are voted on by the UGCC or Graduate Council. The required assessment items are: curriculum map with designated assessment courses, the required number of program-level learning outcomes (PLOs; as outlined per degree program in the APAC Policies and Procedures handbook), the required number and type of measures (as outlined in the APAC Policies and Procedures handbook), and appropriate achievement targets. The approval procedure includes review and approval by appropriate Divisional Review Committees, endorsement by the APAC, and final signature by the Assistant VP for Institutional Compliance. Once signed the new program documentation could then be submitted to UGCC or Grad Council. A similar procedure could be followed for changes to assessment-designated courses in a degree program. Dr. Larochelle asked if there was some of flagging these courses in Banner so that if changes to them are proposed, they would be recognized as assessment-based courses. Ms. Leslie Savoie, having most familiarity with Banner as Director of Institutional Research, indicated that she was not aware of any fields in Banner that could be used for this designation. The Chair stated that she would look into this and that she would write a draft policy statement that reflected the requirements for assessment for new and changes to degree programs. This will be submitted for review by email to the committee members.

IV. New Business
    a. Certificate program guidelines
The Chair proposed the following for assessing for-credit certificate programs: one PLO with emphasis on Discipline-Specific Learning, two direct measures with appropriate achievement targets. The committee members voted to approve with 10 approval votes, one abstention, and one absence (member had to leave early).

    b. Saving student work as "evidence" of assessment
This item was tabled due to lack of time.

V. Action Items
    a. Dr. Richard Turner asked about "next steps" for department/academic program mission statements. The Chair stated that the review process should begin and the rubric for review will be sent via email to the committee members. She also asked College of Psychology and Liberal Arts representatives if they had a college-level mission statement ready for review. They indicated that one was ready, so the Chair will submit it for review.

      1. Begin academic department/program mission statement review.

VI. Next meeting: Friday, November 18, 2011 from 1-2 p.m.; second floor conference room in Olin Physical Sciences Building.

Respectfully submitted,

Monica H. Baloga, Chair

FLORIDA TECH ASSESSMENT CYCLE

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Analyze the data gathered in previous calendar year	▓	▓	▓									
Develop Action Plan based on analysis of data			▓	▓	▓							
Report previous year's results and Action Plans						June 1st						
Implement Action Plan Develop Outcomes and Measures for next calendar year								▓	▓	▓		
Gather data from the Measures for the Outcomes of the current calendar year	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓