

Meeting Minutes for the
Academic Program Assessment Committee Meeting
Friday, November 18, 2011, 1:00-2:00 p.m.
Conference Room, Second floor, Olin Physical Sciences Building

In attendance: Monica Baloga (Chair), Ken Crooks, Vanessa Edkins, Brian Ehrlich (via conference call), Veronica Giguere, Ted Richardson, Andy Stanfield, Manolis Tomadakis, Richard Turner

Absent: Michael Grace, Pierre Larochelle, Tim Rosser, Matt Ruane, Alex Vamosi

I. October 14, 2011 meeting minutes approval

The Chair called for any changes or additions to the minutes. Dr. Richardson informed her that he had not been included as an attendee in the minutes. Mr. Stanfield pointed out an unfinished sentence at the end of Section III, part a. that should be removed. Because a quorum was not present, the vote to approve was tabled until the next meeting.

II. Old Business

The Chair reminded the committee that, according to the recently approved Assessment Cycle calendar, department/programs are expected to begin data analysis in January in anticipation of reporting their findings and action plans in June. She asked all members to make sure this information is filtered down to those faculty teaching “assessment” courses this semester.

a. Progress on mission statement review

The Chair stated that only three departments in the College of Science had recorded reviews entered on WEAVEonline. She stressed that this needs to be complete by the next meeting in January. Dr. Edkins pointed out that the College of Psychology and Liberal Arts was still waiting for the review of their college mission statement before beginning their department/program mission statement reviews. The Chair acknowledged forgetting to submit it for review and indicated it would be a priority.

III. New Business

a. Saving student work as “evidence” of assessment

The Chair opened the floor to discussion about saving student work as “evidence” of assessment. Dr. Richardson indicated that, for internal purposes, he intended to collect this evidence for the Extended Studies Department as a means to ensure that the capstone courses, although taught at different geographical sites, are consistent by degree program. Dr. Tomadakis offered that, although the College of Engineering collect assessment data continually, they are not required to provide evidence of student work until a year before an intended ABET visit. Dr. Crooks confirmed that this was the same practice for the College of Aeronautics with their AABI accreditation. Because of this the committee elected to delay setting any policy on this at this time. As the university gets nearer to its SACS reaccreditation, it will be brought back up for discussion.

IV. Action Items:

1. **Complete departmental/academic program mission statement review, which includes revisions and resubmission for reviews, if necessary.** This process should be completed by the next meeting mid-January (exact date to be determined). Before uploading the final

mission statements to each degree program on WEAVEonline, the committee must first endorse the statements.

V. Next meeting:

The Chair indicated that with holidays and end-of-semester activities, the APAC would not meet again until January 2012. A meeting scheduler will be arranged at that time to determine the next meeting date and time.

Respectfully submitted,

Monica H. Baloga, Chair