

Meeting Minutes for the  
Academic Program Assessment Committee Meeting  
Monday, January 23, 2012, 12:00-1:00 p.m.  
Conference Room, Second floor, Olin Physical Sciences Building

In attendance: Monica Baloga (Chair), Vanessa Edkins, Veronica Giguere, Michael Grace, Pierre Laroche, Ted Richardson, Tim Rosser, Matt Ruane, Manolis Tomadakis, Richard Turner, Alex Vamosi, Donna Wilt

Absent: Brian Ehrlich (no phone service in conference room), Andy Stanfield

I. November 18, 2011 meeting minutes approval

The committee unanimously approved the minutes without correction.

II. Old Business

a. Progress on mission statement review

The Chair discussed the status of the mission statement review process, relating that most of College of Science and College of Aeronautics was complete.

Because the College of Psychology and Liberal Arts (CoPLA) just recently had their college mission statement approved by the AASAC, the School of Psychology (SoP) and the Department of Humanities had not yet finalized their respective program mission statements. The Chair asked Dr. Edkins, the SoP representative, if they would be submitting mission statements by degree program, and she confirmed this would be the case. Mr. Ruane also indicated that the Department of Humanities would submit distinct mission statements for Humanities and Communication.

The Chair asked Dr. Vamosi to confirm that College of Business would submit three separate mission statements for their on-campus, online, and Extended Studies programs. He confirmed, and Dr. Richardson confirmed that the Extended Studies Department statement was already uploaded to WEAVE. The Chair asked that the COB DRC ensures that each statement be reviewed by someone outside of each division. For example, the online statement would be reviewed by the ESD representative, the on-campus statement by the online representative, etc.

The Chair asked the members to finalize the mission statement review process by February 1<sup>st</sup>. Dr. Edkins asked for a short extension for CoPLA, which was granted until February 6<sup>th</sup>.

III. New Business

a. Report Structure

After passing out copies of instructions from ABET about reporting continuous improvements to program objectives, the Chair opened the floor to discussion of committee recommendations on the format and expected content of the annual reports required by the Chief Operating Officer. These reports would also serve as evidence for Core Requirement 2.5 and Comprehensive 3.3.1.1 of the SACS *Principles of Accreditation*. From the initial discussion, it was determined that the report template should contain fields for pasting

program-level student learning outcome and its measures and targets. The front-end of the report template should already contain narrative about the assessment process (frequency with which assessment processes are carried out and how the results are documented and maintained). There should also be fields for reporting summaries of results of the evaluation process and analysis of student learning. Lastly, there should be a field for describing how the results are used to effect continuous improvement in student learning. The committee members also agreed that Assessment Maps should be submitted with the report to show in what courses PLOs are measured and how they correlate to end-of-program student learning assessment.

The Chair told the committee members that she would circulate a draft of the template for review before the next meeting.

IV. Action Items:

- 1. Complete departmental/academic program mission statement review by February 1<sup>st</sup> (with a February 6<sup>th</sup> extension for CoPLA).**

V. Next meeting:

The next meeting will be during the week of February 20<sup>th</sup>. The Chair will send out an email inquiry for the best day that week. The meeting will be from 12-1 p.m. and box lunches will be served.

*Respectfully submitted,*

*Monica H. Baloga, Chair*