

Meeting Minutes for the  
Academic Program Assessment Committee Meeting  
Monday, February 22, 2012, 12:00-1:00 p.m.  
Conference Room, Third floor, Harris Institute for Assured Information

In attendance: Monica Baloga (Chair), Vanessa Edkins, Veronica Giguere, Pierre Larochelle, Ted Richardson, Tim Rosser, Matt Ruane, Andy Stanfield, Manolis Tomadakis, Richard Turner, Donna Wilt; CJ Colley (guest)

Absent: Brian Ehrlich (no phone service in conference room), Michael Grace, Alex Vamosi

I. January 23, 2012 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 were complete.

- For COE, the only programs with no mission statements are for those that were marked exempt from last fall. The Chair asked that these be completed.
- COA representatives conferred with the COE/COA DRC chairs to make sure that the two B.S. in Aero Science (flight and non-flight options) were going to be reviewed.
- In COS, Dr. Turner asked if the Department of Education and Interdisciplinary Studies mission statement was ready for review. The Chair confirmed that it was and stated that it would be posted on WEAVE by the end of business.
- In COPLA, Dr. Edkins confirmed that the BS and MS OBM/ABA programs have mission statements and have been reviewed.
- In COB, the main campus and online statement still show that they have not been reviewed. The ESD statement was reviewed by the online representative, Brian Ehrlich.

b. Assessment item status for previously exempt programs

After referring back to minutes from the October, 2011 meeting, the Chair realized that programs marked as “Exempt” for fall had not completed their assessment item requirements and uploads onto WEAVEonline. These are

- COE: Ph.D. in Engineering Systems and Ph.D. in Human-Centered Design
- COS: B.S. and M.S. in Interdisciplinary Science
- CoPLA: A.A. in Liberal Arts

In addition, the Chair reported that several programs had missing Measures and Targets, and she asked that they be resolved by the next meeting. The list is appended to the minutes.

c. Assessment item requirements for new (or changed) programs

Another forgotten item from the October minutes was a proposal to put forward to the Undergraduate Curriculum Committee and Graduate Council regarding new degree

programs or changes to assessment courses in established programs. The Chair had asked the committee to review the proposal prior to attending the meeting in preparation for discussion of it. Amendments were made to the items that will be required for new programs. A work flowchart was requested for the Approval Procedure for easy reference. The changes and flowcharts are appended to the minutes.

d. Report Structure

The Chair spent the last part of the meeting covering the assessment report structure as dictated by the template on WEAVEonline. From the discussion, an initial draft of instructions, with screenshots, were created for distribution to all department heads and program chairs to give them advance notice of reporting requirements. These are appended to the minutes.

IV. Action Items:

1. **Complete assessment item requirements for previously exempt programs and those missing Measures and Targets.**

V. Next meeting:

The next meeting will be during the week of March 19, 2012.

*Respectfully submitted,*

*Monica H. Baloga, Chair*