

Meeting Minutes for the
Academic Program Assessment Committee Meeting
Monday, March 19, 2012, 12:00-1:00 p.m.
Conference Room, Second floor, Olin Life Sciences Building

In attendance: Monica Baloga (Chair), Vanessa Edkins, Veronica Giguere, Pierre Larochelle, Matt Ruane, Andy Stanfield, Manolis Tomadakis, Richard Turner, Alex Vamosi; CJ Colley (guest)

Absent: Brian Ehrlich, Michael Grace, Ted Richardson, Tim Rosser, Donna Wilt

I. February 22, 2012 meeting minutes approval

Seven members voted to approve and one member abstained.

II. Old Business

The Chair took a few minutes to update the committee about completion of Measures and Targets on WEAVE. With the exception of the Interdisciplinary Science degrees (which should be complete by the March 31st deadline), the College of Science is complete. The Humanities and Communication Department in the College of Psychology and Liberal Arts is still working on the A.A. Liberal Arts degree. College of Engineering will have its B.S. Biomedical Engineering, B.S. Construction Management, Ph.D. Human-Centered Design, and Ph.D. Systems Engineering finished by the March 31st deadline. College of Business was informed that the M.B.A. Internet Marketing was lacking a Measure and Target for one Outcome.

The Chair also mentioned that the Extended Studies Department just elected to close all of its current for-credit graduate certificate programs at the end of the 2013 academic year. This is because the faculty/site directors believe that their current course structures make them difficult to assess. They will instead develop new certificate programs with the required number and type of Outcomes and Measures.

The Chair reported that the General Education DRC has been meeting regularly and has made significant progress on editing core competency statements and identifying courses in which they can be measured. Because of some indecision regarding the GenEd core, the committee has elected to bring in a consultant to help address some problem areas.

a. Report Structure

The Chair covered the last WEAVE section, Achievement Summary/Analysis, for reporting. In this section, department heads/academic chairs are asked questions to summarize their achievements overall. After some discussion about what kinds of questions should be asked, the committee settled on two: one that asks how the individual findings for each outcome reflect on the degree program overall, and another that asks about the strengths and limitations of the assessment process itself. The questions will be crafted by the Chair and distributed for review.

b. Assessment item status for previously exempt programs

See comments under II. Old Business.

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

After receiving feedback from committee members about the initial flowchart, the Chair asked them to be more specific about the level of detail it should contain. Based on that information, the Chair stated that she will distribute an edited version with the minutes.

IV. Action Items:

1. **Complete assessment item requirements for previously exempt programs, including certificate programs, by March 31, 2012.**

V. Next meeting:

The next meeting will be mid-April. The Chair will send out a meeting scheduler to determine the best day.

Respectfully submitted,

Monica H. Baloga, Chair