Meeting Minutes for the
Academic Program Assessment Committee Meeting
Friday, April 20, 2012, 12:00-1:00 p.m.
Conference Room, Seventh floor, Crawford Building

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

Absent: Michael Grace, Tim Rosser

I. March 19, 2012 meeting minutes approval
    The minutes were approved with no corrections by all voting members in attendance.

II. Old Business
    a. Assessment item status (overall)
    The Chair reported that one Outcome (number 4) in the MBA Internet Marketing degree program in WEAVE was still lacking a Measure and Target. In addition, Outcomes 1, 4, 5, 6, and 7 in the B.S. Construction Management program and Outcome 3 in the M.S. Computer Information Systems program is lacking a Measure and Target.

    b. Achievement Summary/Analysis questions: discussions and approval
    The summary/analysis questions printed on the meeting agenda were reviewed and discussed. The edited versions are:
        i. Assessment Process:
            1) Were all assessment courses, outcomes, measures, and targets appropriate and reasonable? If the answer is "no" to any of these, provide a brief explanation.
            2) Did you have enough resources to implement the assessment process? If not, provide a brief explanation.
        ii. Overall Program Analysis:
            What did the findings for the program-level student learning outcomes reveal about the strengths and limitations of the academic degree program overall? Provide a brief (2-3 paragraphs) narrative response.
    The Chair asked the committee members to be prepared to vote on the edited questions by email.* (After further editing by the Administrative and Academic Support Committee members, the questions were submitted to the APAC for approval. They were approved by majority vote on April 30, 2012.)

III. New Business
    a. Discussion of Cycle selection on WEAVE
    The Chair gave the floor to Mr. CJ Colley to open discussion on the yearly cycle selection in WEAVE. He stated that any edits in WEAVE would necessitate a change to a new reporting

cycle. Changes to outcomes, measures, or targets mid-cycle (i.e. during the calendar year) would override the previous items.

Regarding the June 1st report, many of the committee members expressed that they thought it would be confusing to ask faculty entering findings, action plans, etc., in WEAVE to enter them in the 2011 cycle. Instead they want them enter their findings and plans into the default cycle (which is 2012). The Chair then expressed concern that outside reviewers would be confused by this arrangement, i.e., findings and action plans for a calendar year are reported in the following calendar year cycle. The outcomes, measures, and targets on which the findings are based (found in previous year's cycle) may not necessarily match up to the current cycle in WEAVE. The Chair stated that she could explain this in the SACS report narrative, but thinks it will be unnecessarily confusing for the reviewer. Mr. Andy Stanfield stated that he would work with CJ Colley to create a final version of the Assessment Reporting instruction sheet with screenshots. With proper training and time, it should become a routine process.

IV. Thanks for another good year of work and support!!
     The Chair thanked the committee members for their efforts this year.

V. Next meeting:
     TBD in fall 2012

VI. Action Item:
     Report due in WEAVE June 1st

Respectfully submitted,

Monica H. Baloga, Chair