

Meeting Minutes for the  
Academic Program Assessment Committee Meeting  
Wednesday, October 30th, 2012, 12:00-1:00 p.m.  
Conference Room, Second Floor, Olin Life Sciences Building

In attendance: Monica Baloga (Chair), Vanessa Edkins, Brian Ehrlich (via teleconference), Veronica Giguere, Mike Gallo, Michael Grace, Pierre Larochelle, Ted Richardson, Matt Ruane, Andy Stanfield, Manolis Tomadakis, Richard Turner

Guest: Charles (CJ) Colley

Absent: Tim Rosser, Alex Vamosi

I. September 18, 2012 meeting minutes approval

The minutes were approved with no corrections by all voting members in attendance.

II. Graduate Certificate in Flight Test Evaluation

APAC received its first new program, a graduate certificate program from COA, for endorsement of its program-level student learning outcomes, measures, and targets. Although the Chair acknowledged that timelines need to be established for submitting and reviewing outcomes, she asked that this program be given immediate attention because it needs to be submitted to the Office of Graduate Programs for inclusion in the next Graduate Council meeting agenda. The COE/COA DRC Chairs agreed to review the outcomes, measures, and targets as soon as possible.

Dr. Gallo (COA graduate representative) also reminded the COE/COA DRC chairs that the assessment items for the Ph.D. in Aviation degree had already been submitted to them for review. He expressed his intent to submit this program to the OGP for inclusion in the January, 2013 Graduate Council meeting.

III. Announcements

a. Assistant Vice President for Institutional Compliance

The Chair was happy to announce the appointment of Mr. Andy Stanfield to the position of Assistant Vice President for Institutional Compliance. In this role, Mr. Stanfield will now oversee assessment efforts for academic programs, administrative units, and the general education core. Mr. Stanfield will continue in his role as the Director of the Center for Teaching and Learning Excellence, and an Instructional Designer will be hired to assist him. With his knowledge of pedagogy and experience with assessment, he will be a valuable asset in the continuous cultivation of institutional assessment. Mr. Stanfield is currently pursuing his Ph.D. degree in Instructional Design and Development at the University of South Alabama, with an expected graduation date in August, 2013.

i. WEAVE training update

The Chair then gave the floor to Mr. Stanfield to report on the recent WEAVE training sessions. He handed out a list of 28 participants, with representation from all five colleges. Again, the issue of entering data in the correct Cycle was mentioned as the biggest obstacle in correct reporting. It was suggested that the initial WEAVE log-on page contain a clear, noticeable reminder to check that the data is entered in the correct Cycle timeline. Mr. Colley indicated that that could be easily done. In addition, it was suggested that the Training Center be reserved for open sessions at the beginning of the spring semester so that Assessment Coordinators can be encouraged to attend and upload data from the Fall 2012 semester.

Another suggestion for reminding academic units about assessment processes and timelines was to create email alerts with tips and deadline information on a routine basis (monthly, or when necessary, even weekly). Mr. Stanfield agreed to make this happen.

ii. Spring 2012 data upload in WEAVE

The Chair asked Mr. Colley to provide a report on any activity for Spring 2012 data upload. A quick preliminary search revealed that several departments showed activity but it is not certain that these were submission errors from the June 1<sup>st</sup> report or if it was the result of new activity. Mr. Colley was to follow up on this report.

iii. Review of WEAVE reports

The Chair reported that Mr. Stanfield had been reviewing WEAVE reports for each college and based on that he expressed a desire to meet with Division Review Committees, either as entire groups or parts of groups. This is in an effort to provide feedback and to ensure that he is meeting the needs of each academic unit.

#### IV. Miscellaneous

a. General Education DRC- report

The Chair gave the floor to Mr. Matt Ruane to discuss progress in the area of General Education competencies assessment. He stated that the campus effort was set to begin in January 2013, but that online evaluation would start a little later. Some of the challenges associated with the development of the centralized assessment of general education competencies were in deciding which courses they would be assessed, what measures to use and targets to set, what constitutes a representative sampling, and the involvement of

appropriate faculty. One area that still needs to be addressed is an administrative reporting structure for the GenEd DRC committee.

Mr. Ruane then discussed concerns about how to assess general education competencies in transfer students, which the committee has yet to address. Other APAC members suggested that since the majority of these students are transferring from accredited institutions, we should be able to assume that they meet the basic general education competencies. The Chair stated that meant we had to assume that every accredited institution shared the same general education competencies and had the same achievements targets to indicate attainment of the competencies. She also stated SACS will hold Florida Tech accountable for evaluating the extent to which our transfers meet our defined general education competencies.

Due to time constraints, the Chair had to end this discussion, but it was suggested that Mr. Stanfield begin working with the GenEd DRC to begin addressing some of their issues.

#### V. Action Items

- a. **DRC Chairs are asked to send out email reminders that substantive Action Plans, based on Fall 2011 results, are to be implemented in January. Additionally, any changes to outcomes, measures, and targets are to be made in WEAVE at this time. This means that review of the material by DRCs and receipt of a minimum “Acceptable” rating must be accomplished before January.**

#### VI. Next meeting, TBD – may meet with individual DRCs

The Chair was reminded that the committee still needs to reach a consensus on about what constitutes representative assessment sampling of student work, which will be required for collection in the 2013 calendar year in anticipation of accreditation reporting in 2014. A meeting scheduler will be sent via email to meet before the Thanksgiving holiday break.

*Respectfully submitted,*

*Monica H. Baloga, Chair*

*November 1, 2012*