

Meeting Minutes for the
Academic Program Assessment Committee Meeting
Wednesday, November 14th, 2012, 12:00-1:00 p.m.
Conference Room 217, Harris Center for Science and Engineering

In attendance: Monica Baloga (Chair), Brian Ehrlich (via teleconference), Veronica Giguere, Mike Gallo, Pierre Larochelle, Ted Richardson, Tim Rosser, Matt Ruane, Andy Stanfield, Manolis Tomadakis, Alex Vamosi

Guest: Charles (CJ) Colley

Absent: Vanessa Edkins, Michael Grace, Richard Turner

I. October 30, 2012 meeting minutes approval

With the exception of removing two members' names from the attendance list, the minutes were approved with no other corrections by eight members present. Two members abstained.

II. "Findings" evidence in WEAVE

The Chair opened the floor to discussion of collecting student work as evidence of assessment to be placed with "Findings" in WEAVE. The College of Engineering representatives both confirmed that they are required to do this for ABET accreditation for at least one year before an intended ABET visit. They also confirmed that a representative sampling of work is collected, and it is a time-consuming, laborious task. The ESD representative reminded the committee that he already collects representative samples of student works because of past issues with assessment.

The Chair reviewed with the committee the CS 3.3.1.1 Required Documentation list in the 2012 *SACS Resource Manual for the Principles of Accreditation*. The committee agreed that evidence in the form of student work is not required for this standard. Therefore, no policy was established regarding the collection of student work.

III. Miscellaneous

The Chair gave the floor to Mr. Andy Stanfield who talked about the need to upload (blank) rubrics used to for rating achievement on assessment measures. This is a required component of the assessment process that provides evidence for how student achievement is measured. He will be following up with all programs that state, or even imply, in WEAVE that a rubric is used for rating. Rubrics can be uploaded into the Document Manager in WEAVE and then linked to the Measures in which they are associated. Both Mr. Colley and Mr. Stanfield would be available to show how this is done.

In addition, if embedded questions on exams are used as an assessment Measure, they are required to be cut and pasted into the Measures section in WEAVE as evidence.

IV. Action Items:

Upload rubrics into the Document Manager in WEAVE and link them to the appropriate Measures.

Upload (or copy) questions used as assessment Measures and link (or paste) them to the appropriate Measure.

V. Next meeting:

The Chair indicated that there was no immediate need to set a meeting for the spring semester. The committee should expect at least one as the June 1st assessment report deadline nears.

Respectfully submitted,

Monica H. Baloga, Chair

November 16, 2012