

Meeting Minutes for the
Academic Program Assessment Committee Meeting
Wednesday, February 6th, 2013, 12:00-1:00 p.m.
Conference Room, Second Floor, Olin Life Sciences Building

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

Guests: Charles (CJ) Colley and Leslie Savoie

I. November 14th, 2012 meeting minutes approval

The minutes were approved with no other corrections by all voting members present.

II. SACS Annual Conference update

The Chair discussed information learned at the SACS Annual Conference in December, 2012, specifically at the Institutional Effectiveness training session that occurred the day before the conference. During the training, the instructors stressed that CS 3.3.1.1 is not just about assessing educational programs using student-learning outcomes. It includes periodic program reviews that demonstrate the effectiveness of the degree program and about providing evidence that decisions made about educational programs were data-driven. To that end, she hopes to propose to the deans that the APAC establish a uniform process for periodic (defined by SACS as every three years) program review. These should include student data elements, such as retention, graduation rates, enrollment rates, course/program performance, changes in major/departments, etc. Ms. Savoie, Director of Institutional Research, was in attendance to discuss the types of data that could be provided and further added that trend data could be furnished upon request, if desired. The Chair commented that informal program reviews had occurred about three years ago under the direction of Dr. Gordon Nelson when he was Vice President of Academic Affairs. Because it is now time to conduct another review, now is the ideal time to create a centralized process.

III. New program assessment item approval process

The Chair asked the committee to share their thoughts about the process and stressed the importance of timely completion of assessment item review in order to submit the new programs to the appropriate curriculum committees. Mr. Stanfield stated that he would be transforming the paper rubric for analyzing assessment items into an interactive one for easier use online.

a. Endorsement of the Ph.D. in Aviation Sciences

The Chair opened the floor to discussion of the assessment items submitted for the Ph.D. in Aviation Sciences, which received approval from the COE/COA DRC. After Dr. Gallo had

satisfactorily answered questions regarding the rubric, the committee members voted to endorse the items, with 10 members approving and one abstaining.

Although not part of the original agenda, the Chair had submitted assessment items for the proposed B.A. in Applied Behavioral Analysis to the members via email with a note that the outcomes were near identical to the approved ones used in the other bachelor's degree programs in the School of Psychology. At the Chair's request, Dr Edkins provided the rubrics to the committee members who were given time to review them. After agreeing to change the "Graduating students..." to just "Students..." in each Outcome and to change the target value in Outcome 4.1 from 5.5/8 to 7/10, the committee members voted to endorse the items, with 10 members approving and one abstaining.

b. Rubric requirements

Due to shortage of time, the Chair tabled this agenda item until the next meeting.

IV. Target achievement levels

While familiarizing himself with the Outcomes, Measures and Targets in WEAVE, Mr. Stanfield noted that the Target achievement levels may need review to confirm whether they were realistic and achievable. The Chair recommended that this be evaluated as the department faculty reviewed program data.

V. WEAVE report: data input activity level for fall 2012 (CJ Colley)

Mr. Colley, Institutional Compliance Specialist, handed out an activity report showing how many programs had data uploaded for fall 2012. Although there was reasonable activity, there are still many programs with no data reported. The Chair stated that the activity reports would be provided at each meeting as the June 1st report deadline approaches.

VI. Student data elements (guest: Leslie Savoie)

Ms. Savoie addressed the committee during the discussion about program evaluation.

VIII. Next meeting: Wednesday, March 13, 2013, from 12-1 p.m.

Respectfully submitted,

Monica H. Baloga, Chair

February 8, 2013