

Meeting Minutes for the
Academic Program Assessment Committee Meeting
Wednesday, March 13, 2013, 12:00-1:00 p.m.
Conference Room, Second Floor, Olin Life Sciences Building

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

Guests: Charles (CJ) Colley and Leslie Savoie

Absent: Brian Ehrlich, Michael Grace, Pierre Larochelle

I. February 6, 2013 meeting minutes approval

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

II. Setting Rubric requirements

The Chair reminded the committee of their decision to require rubrics as part of the assessment item review for all new programs. Proposals to develop guidelines or to enforce a uniform scoring process were discarded as it became clear that different departments/units were already using diverse methods for scoring with rubrics. Instead it was suggested that examples and links to reliable websites, such as www.rubistar.com, be uploaded to the APAC website for reference. It was also recommended that existing templates, flowchart and policy/procedure manuals reflect the requirement for rubrics.

III. Program Evaluation

The Chair distributed the Academic Program Review plan from 2003 and then opened the discussion on program evaluation. For newer programs, she stated that the Chief Operating Officer was interested in following up on questions posed in the New Program Plan, which was distributed to the committee via email prior to the meeting. She then asked the committee members to review both documents, to determine the extent of overlap, and to provide feedback on the 2003 plan. She will solicit comments via email before Wednesday, March 20th, so that she can report to the Dean's Council meeting held that morning.

IV. Miscellaneous

- a) Incorporation of QEP outcomes for Communication and Critical Thinking – how widespread is this?

With the expectations of a new QEP initiative for the 2015 reaffirmation report, the Chair requested information about how widespread was the incorporation of the 2005 QEP model in the undergraduate academic program assessment process. Initial discussions revealed that many departments/units were viewing these as separate initiatives, but believed they would be

very happy to use them solely for academic program review. The Chair stated that SACS no longer expects targeted assessment of the 2005 QEP initiative; however, because of its emphasis on end-of-program performance in planning, conducting, and reporting scholarly/research activity, the QEP courses lend themselves to academic program assessment in the areas of communication and critical thinking. The President and Executive Vice President have mandated that the “scholarly activity” component of the 2005 QEP remain intact. To that end, the Undergraduate Curriculum Committee will ensure that every new undergraduate program will contain a required QEP course.

b) June 1st WEAVE report

i. Data input progress report

The Chair again reminded everyone of the upcoming assessment report due on June 1st and handed out a data input progress report showing little activity since the first report was pulled in February, 2013. She asked committee members to continue to remind their Assessment Coordinators about the report deadline.

ii. List ANY and ALL improvements

In addition to the deadline, the Chair also stated the importance of emphasizing any “continuous improvement” actions implemented as a result of assessment. The Chair will be emailing the DRCs, copying the college deans, to remind them of the report deadline and the need to list improvements as a component of the accreditation report.

V. Action Items:

- 1) Review the 2003 Academic Program Review Plan and New Program Plan template. Provide feedback on the program review plan and comment on extent of overlap between the two via email by end-of-business on Tuesday, March 19th.**
- 2) Determine the extent of 2005 QEP course incorporation into the academic program assessment process. Be prepared to report during next meeting.**

VI. Next meeting: Wednesday, April 3, 2013

Respectfully submitted,

Monica H. Baloga, Chair

March 15, 2013