Meeting Minutes for the
Academic Program Assessment Committee Meeting
Wednesday, April 3rd, 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, Andy Stanfield, Manolis Tomadakis, Richard Turner, Alex Vamosi

Guests: Alan Rosiene (sitting in for Matt Ruane), Charles (CJ) Colley, and Leslie Savoie

Absent: Matt Ruane

I. March 13, 2013 meeting minutes approval

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

II. Program Evaluation

> Based on last month's Action Item to review the 2004 Academic Program Review (APR) document, the Chair led discussion on each section and reviewed the submitted comments with the committee. Many changes to sections I and II were either philosophical or grammatical and can be easily modified. The changes to the procedure timeline in Section III were deemed reasonable. However, there was debate surrounding the evaluation cycle. In order to address this, a subcommittee consisting of Mr. Stanfield and Drs. Baloga, Larochelle, and Vamosi will meet to draft a proposal to be presented at the next meeting.

> Guest attendee, Ms. Savoie, Director of Institutional Research, informed the committee that the program review criteria in Section IV were taken directly from the previous Strategic Plan. Because specific comments were not submitted about the content in this section, the Chair requested that committee members carefully review this section and be prepared to discuss at the next meeting which analysis questions to keep, remove, and modify and what new questions should be added.

> The last section of the APR document consisted of seven overarching program review questions. It was surmised that these questions were not part of the APR but were additional questions posed to department heads about their respective programs as an outcome of the APR.   The Chair offered to take this portion of the document to the Executive Vice President for further explanation of its purpose.

> Because some of these questions require ranking in priority, quality and need, it was suggested that a rubric be included that addresses how each is being assessed and a ranking assigned.

III. Incorporation of QEP outcomes for Communication and Critical Thinking – how widespread is this?

The Chair asked representatives from each college to report on the use of QEP assessment outcomes or courses as undergraduate program level assessment courses.

- The representative from COS reported that all programs in Chemistry and Math already use QEP assessment criteria. In Education/Interdisciplinary Science, those programs that do not use QEP criteria for assessment are soon to be discontinued. While QEP courses may be used as assessment courses for degree programs in Physics/Space Sciences and Biological Sciences, they do not involve QEP assessment criteria.

- The representative from COE said there was a mix of programs using QEP courses/criteria for assessment and others not.

- The representative from COB stated that all programs use QEP courses in assessment, but not necessarily the criteria.

- The representatives from COA and COPLA stated that programs did not use QEP courses/criteria.

All representatives agreed that, for all programs not using QEP courses, they could be rolled into undergraduate program level assessment with relative ease and appropriate time.

IV. June 1st WEAVE report

i. Data input progress report

The Chair informed the committee that Mr. Stanfield was working on weekly assessment status reports to be submitted electronically to each DRC. These should be rolled out next week.

ii. Uploading of assessment tools

The Chair reminded committee members that all assessment tools, not just rubrics, are to be uploaded into WEAVE. This was approved by the committee as a requirement in November, 2012.

V. Action Items:

Review Criteria, Section IV in the APR document by next meeting. Be prepared to discuss which items should be kept, removed or modified, as well as which items need to be added.

VI. Next meeting: Wednesday, April 24th, 2013, from 12:00-1:00 p.m.

Respectfully submitted,
Monica H. Baloga, Chair
April 10, 2013