

Meeting Minutes for the
Academic Program Assessment Committee Meeting
August 27th, 2013, 12:00-1:00 p.m.
Conference Room, Second floor, Olin Physical Sciences Building

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

Guests: John Allen, Charles (CJ) Colley, Leslie Savoie

I. Chair Report

a. Committee endorsements and summer activities

The Chair reported that assessment items for the following degree programs were endorsed by the committee over the summer:

B.S. in STEM Education: 9 members voted with 6 endorsements

B.S. in Business Administration – Entrepreneurship option: 12 members voted with 12 endorsements

B.S. in Criminal Justice – Homeland Security option: 11 members voted with 11 endorsements

b. Academic Program Review (APR)

Due to time limitations, the APR document was modified by the Chair and the Executive Vice President in order to have it ready for presentation to the academic deans at the next Dean's Council meeting on Wednesday, Sept. 4th. The document was pared down to 3 pages of questions with an intense focus on faculty and academic programs.

c. June report of EVP/COO

The Chair reported that the EVP read the June assessment report for all academic programs and administrative units. She further commented about some of the comments made in the Analysis Question section, particularly ones that pointed out the disconnection between the data collection timeline and the reporting timeline. The statements expressed how some programs found the data to be almost useless because it was no longer relevant to the program because of course/curriculum changes. The Chair pointed out that June 1st was approved as the deadline for the final report only. The review of assessment data and any modifications or improvements made as a result thereof should be occurring earlier in January/February of the same calendar year. This is outlined in the Assessment Timeline.

d. Transition from QEP1 to QEP2

QEP1 courses in WEAVE were mapped to program-level assessment in order to see how widespread their use is as assessment courses. Unfortunately, it was discovered during the meeting that many of the "QEP" courses were incorrectly labeled in the spreadsheet.

II. Discussion

- a. Revising goals, policies, and timeline
The Chair handed out the APAC Policies and Procedures document, stating that the mission and vision statements and the goals need to be updated. In addition, the roles for committee members, DRC members, and Assessment Coordinators need to be re-examined to determine if they are being followed. Procedures need to be documented for endorsing new program assessment items or changes to assessment items or assessment courses. Lastly, the timeline needs to be re-evaluated for effective and timely data collection, reporting and modifications to program assessment plans.
- b. Creating processes and procedures
 - i. Endorsing new course/program assessment items
These need to be documented in the APAC Policies and Procedures document.
 - ii. Changes to Outcomes, Measures and Targets
There are currently no procedures to address this.
 - iii. Adding new Analysis Question for continuous improvement
The annual report still does not fully address this important aspect of CS 3.3.1. Although improvements are indicated throughout, the report would benefit from a direct continuous improvement question.

III. Action Items:

- a. **Review the roles of APAC members, DRC members, and Assessment Coordinators and provide comments via email to the Chair by September 13th.**
- b. **Review the mission, vision, and goal statements and be prepared to discuss at the next meeting.**

IV. Fall meetings: Tuesdays, September 17th, October 15th, and November 12th

These are set in advance in order to accommodate new program approvals through UGCC and Graduate Council.