

Meeting Minutes for the  
Academic Program Assessment Committee Meeting  
September 17<sup>th</sup>, 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, Matt Ruane, Manolis Tomadakis, Richard Turner, Andy Stanfield, Alex Vamosi

Absent: Tim Rosser

Guests: John Allen, Charles (CJ) Colley

I. Chair Report

- a. August 27<sup>th</sup> meeting minutes approval  
The minutes were unanimously approved with no corrections or additions.
- b. The Chair reported that the abbreviated Academic Program Review was introduced to the college deans during the most recent Dean's Council meeting. Currently she is in the process of meeting with department heads and academic unit chairs from each college to go over the details of the report.
- c. The Chair also discussed that she and the Assistant Vice President for Assessment were working on processes and procedures for each of the assessment committees and subcommittees. APAC members reported a disconnection between the Assessment Coordinators (ACs) and the APAC members.

II. Items for Endorsement

- a. Outcomes, Measures, and Targets for proposed DBA program  
Mostly editorial changes were made to the Outcomes and Measures. However, several committee members expressed confusion over the dual scales used on the scoring rubrics for Communication, Critical Thinking and Discipline Specific Knowledge. After further discussion, it was decided that the Likert-type 1-5 scale used be used exclusively, and the A-F grade percentile would be removed. All assessment items for the DBA, with the approved changes, were unanimously endorsed by the APAC.

III. Discussion: Revising goals, policies and timeline

Due to limited time, the Chair reported the changes to the roles for APAC members, ACs, and the Divisional Review Committee (DRC) members that were submitted to her via email. With contributions from the committee members during the report, the Chair made further edits to the roles and have included them as an Appendix to these minutes.

IV. Action Items:

- a. Review the mission, vision, and goal statements and be prepared to discuss at the next meeting.**
- b. Review the edited roles in the attached Appendix and be prepared to discuss at the next meeting.**

IV. Remaining fall meetings: Tuesdays, October 15<sup>th</sup> and November 12<sup>th</sup>

These are set in advance in order to accommodate new program approvals through UGCC and Graduate Council. The next two meetings will be held in the conference room of the Olin Physical Sciences Building.

(Taken from Policies and Procedures document)

### **ACADEMIC PROGRAM ASSESSMENT COMMITTEE**

The Academic Program Assessment Committee (APAC) is composed of representatives from academic colleges, online learning, and academic support services. These representatives are appointed by the COO. The duties of the APAC members are

- to serve as chair or co-chair of a Divisional Review Committee; organizes the DRC reviews of assessment results and assessment plans;
- to apprise the college dean or appropriate vice president of issues and updates related to the continuous quality improvement process;
- to provide assistance and guidance to the unit and department heads on the academic assessment policies and procedures;
- to provide timely communication of all APAC mandates, instructions, and deadlines to Assessment Coordinators and others as appropriate;
- to maintain a current list of DRC members in the colleges and divisions and updates this with APAC Chair **each fall** or whenever changes are made;
- ~~to report the DRC consensus reviews to the APAC at the close of the assessment cycle;~~
- to serve as the liaison for any unit or program in his or her college or division that requires assistance in the development of plans, analysis of collected data, documentation of assessment results, and navigation of the web-based assessment management system;
- to work with **the Assistant Vice President of Assessment and the Institutional Effectiveness Specialist** to coordinate training for Assessment Coordinators and other appropriate groups.

### **ASSESSMENT COORDINATOR**

Assessment Coordinators (ACs) for an academic unit or degree program will be appointed by the Dean of the College where the unit or program resides. The number of ACs per academic unit or degree program will also be decided by the college Deans. At the recommendation of the members of the Academic Program Assessment Committee, at least one Assessment Coordinator should be a **12-month faculty member or a staff member** [**Department Head/Academic Chair** (see last bulleted item)] that is very familiar with the academic unit or degree program to which he or she is assigned.

The duties of an Assessment Coordinator are

- to enter assessment plans in the web-based assessment management program.
- to collect and coordinate assessment data from faculty and/or staff responsible for implementing assessment measures.
- to ~~examine~~ **analyze** the data in terms of the PLO statements.
- to lead a group review of the results with faculty from their academic unit or degree program.
- to lead a group review of the assessment plan and measures and to make appropriate changes that may be indicated by the assessment data and results.

- to enter the collected assessment data and results in the web-based assessment management program for review by Program Chairs and Department Heads. [work with AVP to ensure all is entered into WEAVE]
- comparing the results reports and plans to those of the previous year. [change to “annually review assessment reports and compare to previous year”] (*moved from DRC section*)
- [attend annual meeting with AVP to review new policies, procedures, roles; “refresher” on WEAVE and any changes to reporting]
- [meet annually to review assessment results] this should include Department Heads/Academic Chairs

### **DIVISIONAL REVIEW COMMITTEE**

Within the academic sector of the university, a Divisional Review Committee (DRC) is composed of all Assessment Coordinators (ACs) from the departments, degree programs, or academic units that make up a particular division. The co-chairs of the DRCs are two of their corresponding APAC representatives. A division can be an entire academic college, group of colleges, and/or academic units within the institution of Florida Tech. There are five academic Divisional Review Committees. These are as follows:

CoB/ESD Divisional Review Committee (includes online programs)

CoE/CoA Divisional Review Committee [(includes online/off-site programs)]

CoPLA Divisional Review Committee (includes online programs)

CoS Divisional Review Committee [(includes off-site programs)]

GenEd Divisional Review Committee (includes University Experience)

The DRC is responsible for the following:

- to establish internal submission deadlines for initial and final submissions of assessment results reports and plans; (*moved from APAC section*)
- [periodically (should be defined)] reviewing and evaluat(e)ing the quality of assessment plans for each department, degree program, and academic unit with its division. The review criteria are outlined in the Assessment Review Rubric, found on the APAC website ([www.fit.edu/apac](http://www.fit.edu/apac)).
- assisting faculty and staff in adhering to specific review criteria.
- [delineate roles for DRC Chairs vs. committee members?]
- [review all new degree programs before sending to APAC]