

Meeting Minutes for the
Academic Program Assessment Committee Meeting
October 15th, 2013, 12:00-1:00 p.m.
Conference Room, Second floor, Olin Physical Sciences Building

Attendance: Monica Baloga (Chair), Brian Ehrlich, Michael Grace, Ted Richardson, Matt Ruane, Manolis Tomadakis, Richard Turner, Andy Stanfield, Alex Vamosi

Absent: Vanessa Edkins, Mike Gallo, Pierre Laroche, and Tim Rosser

Guests: John Allen, Charles (CJ) Colley

I. September 17th, 2013 meeting minutes approval

The minutes were unanimously approved with no corrections or additions.

II. Proposed Assessment Item Approval Process

The Chair reviewed the proposed procedural flowcharts for approval and endorsement of changes to assessment items and new program assessment items. These flowcharts are appended to the minutes. After brief discussion about the process described in each, the committee members unanimously voted to approve both procedures. These will be uploaded to the APAC (and AASAC) websites.

III. Discuss Mission, Vision and Goal Statements

The Chair opened the discussion on the APAC Policies and Procedures document, including the mission, vision, and goal statements. She first asked if there were additional comments and changes to the roles for the APAC, the Assessment Coordinators and the Divisional Review Committees. The changes made as a result of this discussion are reflected in the revised document, which is appended to the minutes. APAC members are asked to review specifically the changes made to ACs and DRCs to make sure that they correctly reflect what was discussed during the meeting.

The discussion then turned to the mission, vision and goal statements. It was determined that no changes were necessary to the mission statement, minor changes were made to the vision statement, and removal of one goal and revisions to the last were made to the goal statement section. The committee members voted unanimously to make the changes discussed during the meeting.

IV. Action Items

Read the highlighted areas in APAC Policies and Procedures document and provide comments, if necessary.

V. Next meeting: TBD – November 12th meeting is canceled

(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).
- 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]