

Meeting Minutes for the
Academic Program Assessment Committee Meeting
January 15th, 2014, 12:00-1:00 p.m.
Conference Room 217, Second floor, Harris Center for Science and Engineering

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

Absent: Michael Grace

Guest: Charles (CJ) Colley

I. Report from SACS COC Annual meeting

The Chair reported on the State of the Commission report given by the President of SACS COC during the annual meeting. Highlights included the President's Rating System, which is supposed to give a potential student an indicator of quality; the Reauthorization of the Higher Education Act and talk of decoupling Title IV from accreditation; and the competency-based education and direct assessment policy.

II. Changes to Assessment Items: tentative deadline Feb. 15th

The Chair reminded committee members of the decision to revise assessment items. Although this is encouraged each year, a deliberate effort is to be undertaken every three years for those outcomes whose targets have been consistently met. The committee members were requested to work with their DRCs on this using the procedures in the "Changes to Assessment Items Flowchart" which is posted on the APAC website (www.fit.edu/apac) under General Documents. The final deadline for these changes will be March 31st in order for them to be implemented this spring.

III. Assessment of UG Scholarly Inquiry Initiative (QEP1) as part of Research component (CS 3.3.1.4)

With the institutionalization of the first QEP, the Undergraduate Curriculum Committee (UGCC) will mandate that all undergraduate programs have an end-of-program scholarly activity experience, as part of the Scholarly Inquiry Initiative. The UGCC will ensure that "Plan", "Conduct", and "Report" components are embedded in these experiences. The original assessment of the first QEP is no longer necessary, since FIT has demonstrated to SACSCOC its impact on student learning. However, as continued parts of educational-program assessment (CS 3.3.1.1) and research-as-an-expected-outcome assessment (CS 3.3.1.4), the APAC agreed that QEP1 designated courses (labelled as "Q" in the university catalog) will have, at a minimum, one learning outcome in Communication linked to those courses. The academic units can choose, at their discretion, to link outcomes in Critical Thinking and Discipline-Specific Knowledge to the courses as well. In order to monitor this, courses listed in Measures on WEAVE should be labelled with "Q", just as in the catalog.

IV. Action Items:

- 1. Committee members should begin the process of assessment item changes with their DRCs. Please send minor changes to Andy Stanfield as soon as possible. This includes adding “Q” to QEP courses where assessment occurs. Major changes must be routed through the review and revise procedure outlined in the flowchart.**
- 2. Andy Stanfield announced that important assessment documents added to WEAVE have not been properly linked to assessment items, thus they will not be visible to reviewers. Please work with your DRCs to compile a list of documents and their linkages (to outcome, measure, target, etc.). Andy will make sure that they are properly linked.**

V. Next meeting: Wednesday, February 19th, 12:00-1:00 PM

The meeting will be held in the IR Conference room on the second floor of the Work Building.