Meeting Minutes for the
Academic Program Assessment Committee Meeting
March 19th, 2014, 12:00-1:00 p.m.
Large Conference Room, Miller Building

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

Absent: Brian Ehrlich, Michael Grace, Ted Richardson, Tim Rosser

Guest: Charles (CJ) Colley; John Allen

I. February 19th, 2014, meeting minutes approval
   The minutes were unanimously approved with no corrections or additions.

II. Changes to Assessment Items – deadline March 31, 2014
   The Chair gave a final reminder for this action item and stated that correspondence with the committee regarding the changes would occur via email. The Chair mentioned that Mr. Stanfield, the Assistant Vice President for Assessment, would be out of town the following week, so any questions regarding assessment item changes should be addressed to her until his return.

III. 2014 Annual Assessment Report – emphasize continuous improvement
   An area of emphasis for the assessment process for regional accreditation purposes is "evidence of improvement based on analysis of the results" [from SACSCOC CS 3.3.1]. By the time of Florida Tech's review, we are required to provide evidence of improvement, as opposed to a plan for improvement. With this in mind, the Academic Program Reviews requested a listing of improvements made to courses/curricula based on learning outcome assessment data collected over the last five years. This was accomplished with varying degrees of reported "improvements," which prompted the Chair to inquire about the need to define what "improvement" means. Discussion by the committee soon dispelled the notion that this was necessary. The Chair did indicate that an Analysis Question in WEAVE would be replaced with one that specifically asks what improvements have been made to programs within the last assessment cycle. After some editing, the Chair stated that she would submit the edited version for final comment from the APAC. The new question, as well as the former one that it is replacing, have been appended to these minutes. The Chair will ask for a vote of approval by email. This will be included as part of the reporting due about CY 2013 academic program assessment on June 1, 2014.

IV. WEAVE update report (Andy Stanfield)
   Mr. Stanfield addressed the committee regarding the status of information and supporting documentation uploaded into WEAVE in preparation for review by SACSCOC reviewers. He had already begun meeting with Assessment Coordinators from several academic units and planned to be in touch with all of them over the coming weeks.

V. **Action Items**
   1) **Finalize changes to assessment items by March 31st.**
   2) **Review "Continuous Improvement" analysis question. Provide comments and final approval.**
   3) **Prepare annual academic program assessment report in WEAVE, due June 1, 2014.**

VI. Next meeting: Wednesday, April 21st, 2014
After determining that there was no need to meet, the Chair cancelled the tentative meeting set for April. Instead correspondence will occur via email.

Respectfully submitted,

Monica H. Baloga, Chair
March 25, 2014

Assessment Analysis Questions

Pre-2013 Questions:

1. Assessment Process- Were all assessment items (courses, outcomes, measures, and targets, if applicable) appropriate and reasonable? If the answer is "no" to any of these, provide a brief explanation.
2. Assessment Process- Did you have enough resources to implement the assessment process? If not, provide a brief explanation.
3. Overall Program Analysis- What did the findings for the learning outcomes (i.e. PLOs) and/or intended outcomes reveal about the strengths and limitations of the academic degree program or the administrative/academic support unit overall? Provide a brief (2-3 paragraphs) narrative response.

2013 Questions:

1. Continuous Improvements - What improvements (minor or major) were made in the program or unit based on assessment results? Please provide a brief summary. a) Specify the PLOs that are related to modifications and improvements. b) (Optional) Report any other improvements made to the program or unit.
2. Action Plans – Which program learning outcome(s) and/or intended outcomes require an action plan? Summarize the action plans to be made for continuous improvement.
3. Overall Program Analysis- What did the findings for the learning outcomes (i.e. PLOs) and/or intended outcomes reveal about the strengths and limitations of the academic degree program or the administrative/academic support unit overall? Provide a brief (2-3 paragraphs) narrative response.