Meeting Minutes for the
Academic Program Assessment Committee Meeting
January 29, 2015, 12:00-1:00 p.m.
2nd Floor Conference Room, Olin Physical Sciences Building

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

Absence: Vanessa Edkins, Veronica Giguere, Charles (CJ) Colley

Guests: John Allen, Jennifer Morin

I. September 23, 2014, meeting minutes approval
   The minutes were unanimously approved with correction to Jennifer Morin's name.

II. Mission Statement – review and approval
   The mission statement was approved by members of the Board of Trustees (BOT) during the January, 2015 meeting. However, the annual internal review required for the October BOT meeting is scheduled to be completed by April each year. The Chair brought forward a proposed change to two commitment statements from the Faculty Senate for approval by the APAC. Specifically, these are

   "the first bullet would read, "Promoting student development by fostering and sustaining a productive institutional culture of assessment that leads to the continuous improvement of academic and administrative programs." The second change would be to the third bullet, having it read, "Recruiting and developing excellent faculty to become leaders in their respective fields and internationally recognized scholars." [Taken from Faculty Senate minutes #104 from October, 2014]

   With 10 votes to approve and one against, the mission statement was approved as is with the two proposed commitment statement changes. See appended document.

III. SACSCOC
   a. Off-site Committee Response
      The Chair reports the results from the Off-site Committee Response to Florida Tech's Compliance Certification Report (CCR). In it, the off-site committee found 8 of the 94 standards "noncompliant" due to underreported information. Of the 8 "noncompliant" standards, none were Core Requirements, seven were Comprehensive Standards, and one was a Federal Requirement. A Focused Report was submitted by Florida Tech in response to these 8 standards, which provided additional requested information and documentation.

   b. On-site Committee visit and evaluation of CS 3.3.1.1

One SACSCOC Principle that is required to be reviewed by the On-Site Committee is CS 3.3.1.1. The Chair asked that two action items be addressed before the visit in March and that a subcommittee be formed who will meet with the team.

i. Tie Communication PLO to QEP1 course
Last year, the APAC voted to keep the Communication PLO in all baccalaureate programs tied to the QEP1 (or Scholarly Activity Initiative) course. The Chair asked that this be verified and documented by entering some type of identifier in the Measures associated with that PLO. In addition, as it relates to item V. below, the Assistant VP for Assessment asked that DRC members update Action Plan statuses in WEAVE. There are too many that have been left in "Planned" mode. The Chair asked the committee if she could include this step in the annual assessment cycle each year as a means of demonstrating a "closing the loop" process. The committee agreed to add the step.

ii. Formation of subcommittee to meet with the On-site Committee members
The Chair asked for volunteers to serve as potential interviewees, who will discuss the assessment process and provide examples from each of their areas. The following members will serve in this capacity: Drs. Matt Ruane, Richard Turner, Pierre Larochelle, and Alex Vamosi.

IV. Academic Program Assessment Plan
The Chair passed out the tentative Academic Program Assessment Plan (see appended document). The plan outlines a 6-year cycle of annual PLO assessment, full academic program review (APR), and implementation of improvements, including the development of new PLOs, Measures and Targets. It was asked whether the staggered model for the APR was considered (i.e. reporting over a span of years); however, the Chair stated a concern about maintenance and scheduling. It was also asked whether the APR questions and criteria would remain the same. The Chair stated she did not intend to add more content unless required for accreditation. Another question arose about new programs and how one would fit into the schedule. The Chair stated that new programs would need to be considered on a case-by-case basis and would be reasonably fitted into the schedule. The Chair asked the committee if voting on this item should be tabled until a draft of the process and plan could be written and circulated before the next APAC meeting. Committee members agreed to table it.

V. Action Plans in WEAVE – update statuses
See item III. b. i. above.

VI. Action Items
  1) Ask DRC members to update statuses for "Planned" Action Plans in WEAVE to "In-Progress", "Finished", "On-Hold", or "Terminated".

2) Ask DRC members to identify which Communications measures are tied to QEP1 courses in WEAVE. This can be done by adding "(Q)" to the beginning of the Condensed Descriptions for these Measures.

VII. Next meeting: TBD

Respectfully submitted,

Monica H. Baloga, Chair
February 4, 2015

Florida Tech Mission Statement

(Internal Review: Changes requested by Faculty Senate and approved by APAC in January, 2015)

With our focus on student success, Florida Institute of Technology's mission is to provide high-quality education to a culturally diverse student body in order to prepare students for entering the global workforce, seeking higher-education opportunities, and serving within their communities. The university also seeks to expand knowledge through basic and applied research and to serve the diverse economic, cultural, and societal needs of our local, state, national and international constituencies.

In support of this mission, we are committed to:

- ~~Fostering and sustaining a productive institutional culture of assessment leading to the continuous improvement of academic and administrative programs in order to promote student development~~; Promoting student development by fostering and sustaining a productive institutional culture of assessment that leads to the continuous improvement of academic and administrative programs;
- Developing an organizational culture that values and encourages intellectual curiosity, a sense of belonging and shared purpose among faculty, students and staff, and the pursuit of excellence in all endeavors;
- ~~Recruiting and developing faculty who are internationally recognized as educators, scholars and researchers~~; Recruiting and developing excellent faculty to become leaders in their respective fields and internationally recognized scholars;
- Achieving recognition as an effective, innovative, technology-focused educational and research institution;
- Recruiting and retaining an excellent, highly select and culturally diverse student body;
- Continually improving the quality of campus life for all members of the university community;
- Providing personal and career growth opportunities for both traditional and nontraditional students and members of the faculty and staff;
- Securing and maintaining professional accreditation for all appropriate programs.

Academic Program Assessment Plan
DRAFT

Calendar Year	Assessment/Evaluation/Changes
2014	Annual PLO assessment
2015	Annual PLO assessment
2016	Annual PLO assessment
2017	Annual PLO assessment
2018	Academic Program Review
2019	Implement major improvements; develop new PLOs, Measures, and Targets
2020	Annual PLO assessment
2021	Annual PLO assessment
2022	Annual PLO assessment
2023	Annual PLO assessment
2024	Academic Program Review
2025	Implement major improvements; develop new PLOs, Measures, and Targets