

**Meeting Minutes for the
Academic Program Assessment Committee Meeting**
November 17, 2015, 12:00-1:00 p.m.
2nd floor Conference Room, Olin Physical Sciences Building

Attendance: Monica Baloga (Chair), Brian Ehrlich, Henry Perez, Ted Richardson, Matt Ruane, Manolis Tomadakis, Richard Turner, Andy Stanfield, Donna Wilt

Absence: Vanessa Edkins, Michael Grace, Pierre Larochelle, Bill Rankin

Guests: CJ Colley

- I. Approval of meeting minutes from Sept. 1 and Oct. 13
The minutes for both meetings were approved.

II. General Announcements

In order to formally document the approval of assessment plans for new degree programs, the Chair announced three that went through the process in between scheduled APAC meetings in accordance with the New Program Flowchart found in the APAC Policies and Procedures manual. The programs are: A.A. in Aviation Management, A.A. in Management, and B.A. in Management. The APAC formally endorsed all three plans.

III. Review of APAC Policies and Procedures manual

The members of the committee reviewed the manual and suggested changes to the following:

1. Change to Goal Statement 3 from “hiring” to “assignment and placement”;
2. Addition of “minimums” to PLO number and confirming “direct” for certain Measures;
3. Requiring curriculum/assessment maps for all bachelor degree programs, while strongly encouraging them for all other programs;
4. Requiring linking of rubrics to all relevant Measures in WEAVE;
5. Requiring that Targets marked “Partially Met” have justification;
6. Requiring that Analysis Questions are answered by individual program, not by academic unit; and
7. Adding the Asst VP for Assessment to initial contacts (along with the IEAA) in both Flowcharts.

V. Next meeting: TBD in January, 2016

*Respectfully submitted,
Monica H. Baloga, Chair
February 16, 2016*