

**Meeting Minutes for the
Academic Program Assessment Committee Meeting**
February 18, 2016, 12:00-1:00 p.m.
2nd floor Conference Room, Olin Physical Sciences Building

Attendance: Monica Baloga (Chair), Brian Ehrlich, Michael Grace, Pierre Larochelle, Henry Perez, Bill Rankin, Ted Richardson, Matt Ruane, Manolis Tomadakis, Richard Turner, Andy Stanfield, Lisa Steelman, Donna Wilt

Guests: CJ Colley, John Allen

I. Approval of meeting minutes from November 17, 2015
The minutes for both meetings were approved.

II. General Announcements

- a. New degree programs: BS in Multiplatform Journalism, BS in Strategic Communication, MA in Organizational Leadership, GC in Flight Test Engineering, BA in Human Resources Management, MBA in Global Supply Chain Management

In order to formally document the approval of assessment plans for new degree programs, the Chair announced that six 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 listed above.

III. Status of WEAVE

The company that owes WEAVE, Centrieva, is promoting a newer platform called Effect; however, they will continue to support WEAVE for the foreseeable future. There is concern that this can change at any time. Another concern was the dissatisfaction with Effect expressed by some users at the last SACSCOC Annual Conference. Thus, the Office of Institutional Effectiveness continues to look into alternatives, but is limited by budget constraints. Many of these assessment packages can be very costly. One committee member asked if we had considered bringing this to the attention of ICUBA, who may be able to barter a reduced price for its network of institution. The Chair said she would look into it.

IV. WEAVE Reporting

The Assistant Vice President for Assessment reminded committee members of the following:

- a. Timeline – Academic program reporting is still following calendar year reporting, and the reports must be completed in WEAVE by June 1.
- b. Reporting Findings – Clearly state in the narrative what was attempted and what was found. Clearly state any means or other pertinent information. Do not paste tables into the Findings section.

- c. Open Sessions – Open Sessions for WEAVE will be available beginning in March. In these sessions participants can receive WEAVE refreshers or work in quiet, supported atmosphere. The schedule will soon be released.
- d. Supporting Evidence—Document Management Tool – For all supporting evidence, upload the documents to the Document Management Tool in WEAVE and link to the appropriate Findings.
- e. Achievement Summary/Analysis Questions – Make sure analysis is at the program level, not the department or college level.

V. Review of APAC Policies and Procedures manual

- a. Policy and approval procedure for repackaged, but new programs

The Chair announced that repackaged, but new programs will undergo the same full approval process as brand new programs, as described in the New Program Flowchart. Assessment Coordinators will be assigned for reviewing purposes and the plan must be approved with at the “Acceptable” level.

VI. Discipline-specific questions for standardized Pearson assessments

After debating whether this method of assessment would be appropriate or desirable for assessing discipline-specific knowledge for undergraduate degree programs, it was decided that it would not hurt to arrange for some presentation to be made to APAC by Pearson representatives. This will be arranged as part of the next meeting.

VII. Action Items: None

VIII. Next meeting: TBD in March 2016

*Respectfully submitted,
Monica H. Baloga, Chair
February 24, 2016*