

**Minutes for the
Academic Program Assessment Committee Meeting**
Thursday, December 8, 2016, 12:00-1:00 p.m.
2nd floor Conference Room, Olin Physical Sciences Building

Attendance: Matthew Ruane (Chair), Vanessa Edkins, Henry Perez, Manolis Tomadakis, Richard Turner, Lynn Werner, Bill Shoaff

Absence: Pierre Larochelle, Michael Grace, Donna Wilt, Bill Rankin

Guests: CJ Colley

I. General Announcements

Minutes from the November 10, 2016 were tabled so adjustments could be made to the content of the minutes; the revised document will be presented again for approval in January 2017.

II. Status of General Education & University Core review by UGCC

The chair reported briefly on a discussion with Dr. Marc Archambault before Thanksgiving 2016 about the current status of changes to UGCC General Education core. Discussions are still ongoing. There was also a brief discussion on the proposal presented by Dr. Lisa Perdigao on behalf of the School of Arts and Communication for modifying the General Education Core: Humanities Courses.

It was also noted that Dr. Marc Archambault has agreed to serve on the General Education DRC representing the College of Engineering.

III. Review of the APAC Policies and Procedures manual

Discussion was held among all present and suggested changes to the current P&P manual were offered. The chair will make such changes and present the revised manual to the committee at its next meeting in January 2017.

IV. Approval of the Healthcare Management MS assessment plans (*Accepted*)

The chair introduced the new assessment material packet presented by the CoB. Comments were offered by all present to make some changes to the alumni survey that forms the basis for measuring most of the Indirect Measures in the assessment plan. These included suggestions to alter language, offer a neutral answer as a choice on the survey, and to make note of the usual low response rate unless the survey is required.

The committee voted to approve the assessment plan as long as the suggested changes were made. The chair noted he would bring the packet and forms to the Chief Academic Officer for their signature.

V. Undertaking a review of all assessment PLOs and measures in place prior to 1 January 2012.

A brief discussion was held on the date for the report from the DRC chairs, and it was agreed that they would present findings and reports at the February 2017 meeting. It was also requested that CJ Colley run a report showing which assessments were in place as of 1 January 2012.

A report from each unit on the status of these assessments and whether updates/revisions/modifications are warranted is due at the February 2017 assessment meeting.

VI. Determine meeting times for Spring 2017

A quick survey of committee members in attendance agreed that Thursdays at noon would continue to be an acceptable meeting time. The chair noted that he would consult with the CoE representatives to ensure that meetings do not coincide the mandatory CoE department chair meetings.

VI. Action Items:

There were no action items.

VII. Next meeting: Date TBA, January 2017 12-1 p.m.; location 2nd floor Conference Room, OPS Bldg.

*Respectfully submitted,
Matthew Ruane, Chair
January 19, 2017*