

**Minutes for the
Academic Program Assessment Committee Meeting**

March 23, 2018, 12:00 p.m.-1:00 p.m.

Crawford 7th floor Conference Room

Attendance: Matthew Ruane (Chair), Henry Perez, Munevver Subasi, Mark Archambault, CJ Colley, Lyn Werner, John Barranti, Donna Wilt, Bill Rankin

Absent: Bill Shoaff, Vanessa Edkins

- I. Welcome to our new member, Dr. Csaba Palotai, who will be helping with assessment on the science side of the new college.
- II. Approval of 16 February 2018 meeting minutes. (APPROVED)
- III. Old Business: Remaining CY 2012 assessment materials are due by the end of the month. They will be placed on the April agenda. I believe none are currently outstanding and any remaining materials will be caught in Fall 2018. It was noted that in August the CY 2013 will be ready for review.
- IV. Old Business: Update on Senior Project for creating an electronic documentation system for reviewing academic programs. The chair announced that there would be a presentation at the April meeting. Progress is moving ahead steadily and should be a huge improvement for the future.
- V. New Business: Changed academic calendar notice and accreditation. There was a brief discussion about why the changes were made.
- VI. New Business: IT Training Sessions. The chair announced that he and CJ would be running the training sessions and that a schedule of times would be sent to the committee for forwarding to ACs by 1 April.
- VII. New Business, Housekeeping: Dr. Lazarus submitted an updated PLO for the Meteorology BS we approved last month. PLO 4.1 and 4.2 were measuring the wrong course. Questions were raised about the issue of MET 3403 and a remaining Capstone reference. The chair announced they would contact Dr. Lazarus to point out the discrepancy and have it corrected.
- VIII. New Business: Graduate Certificate Programs, Extended Studies—8271: Acquisition & Contract Management and 8272: Business Management. Dr. Archambault asked about the use of a portfolio as an assessment tool. It was deemed acceptable by the committee after it was pointed out that this is a common tool used in other university's assessments and that SACS-COC had no qualms with their use. The committee asked for a few additional changes to be made by Dr. Barranti and he would send them back as soon as possible. The chair noted that the changed material would be sent to the committee by email for approval.

- IX. New Business: CY 2012 Assessment revisions for the following degree programs—Information Assurance & Cybersecurity M.S.; Physics-Ph.D.; Space Sciences M.S. These were sent back for more clarification.
- X. New Business Continued: Discussion of the language concerning “all graduating students” in SLOs/PLOs.
- XI. Future Business: April Meeting
Dr. Baloga asked the chair to raise some questions about changing how we do assessment for the long-term after the 2019 assessment cycle (and the interim report) is finished. Also I was asked to raise the issue of Program Reviews which will need to be completed before the 2020 Interim Report. Finally, because of SACS-COC concerns about continuous improvement, we will need to find a way to better integrate and keep track of Action Plans from WEAVE and how we report on them in following years. This will be placed on the April agenda for further discussion as time allows.
- XII. Next meetings tentatively for 20 April at 12:00 p.m. Crawford 7th floor conference room
- XIII. Action Items
