

APC Meeting Minutes
1/25/2010
11:00-12:00 p.m.
Sarazen 235

Minutes prepared by Melinda Costello

Attended: Melinda Costello (APC, chair), Catherine Crohan (Library), Fr. Linh Hoang (School of Liberal Arts), Penny Brunner (Associate VPAA, ex officio), Sue Hurley (School of Science), Meg Woolbright (Foundations Coordinator), Bruce Eelman (Core Coordinator), Suvarna Cherukuri (School of Liberal Arts), Walter Smith (School of Business)

1. Introductions

The APC welcomed three new members (M. Woolbright, B. Eelman, and W. Smith) and one returning member (S. Cherukuri)

2. Assessment of Student Learning at Siena - where we've been, where we are, and what we need to accomplish

- M. Costello reviewed the timeline related to assessment, including MSCHE expectations for Progress Letter due in October 2010. She distributed the 2009-2010 assessment plan for the Management Major as an example.
- P. Brunner noted that all academic units at Siena are also following a similar assessment process.
- Observations from AAC&U Conference
 - Fr. Linh discussed a session he attended related to using student evaluations more effectively in the assessment process
 - M. Costello described how schools are using e-portfolios for assessment.
 - M. Costello shared an AAC&U document that includes a variety of rubrics for learning goals that would be typical at a liberal arts school. These rubrics are also available on the AAC&U website.
- At this time the APC will focus on reviewing assessment plans for majors, the core, and foundations
- The Office of Institutional Effectiveness is developing a list of links to example assessment plans/reports from other colleges.

3. Status of 2009-2010 Assessment Reports and 2010-2011 Assessment Plans for each program

- M. Costello shared a table tracking the progress for each major within the School of Business. W. Smith is the Learning Assurance Coordinator in the School of Business for the spring 2010 semester. He plans to discuss the assessment plan/report expectations for each major with the contacts listed on the table.

- S. Hurley summarized the status of each major in the School of Science.
- Fr. Linh related that each major in the School of Liberal Arts is

4. Assistance/resources Coordinators need to meet goals

The committee members agreed that the APC will meet as a group on an as-needed basis for the spring 2010 semester. M. Costello will schedule individual meetings with the School, Core, and Foundations Coordinators to discuss Assessment Reports for 2009-2010 and Assessment Plans for 2010-2011. M. Costello will send the APC members an update every two weeks.

The committee members agreed that a workshop for faculty focusing on writing course-level learning goals would be helpful. M. Costello will coordinate the workshop with the Co-chairs of the COTFD.

5. Future APC agenda items

Discuss how Program Reviews relate to annual assessment reports and how Program reviews can be incorporated into the Siena Assessment Guide