CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-003-178

Structure of the Academic Programs Assessment Committee (APAC)

Academic Affairs Committee	Date:	10 January 2018
Executive Committee Received and Forwarded	Date:	24 January 2018
Academic Senate	Date:	14 February 2018 <u>First Reading</u> 07 March 2018

Background

Academic Programs Assessment Committee (APAC), originally called the Assessment Implementation Task Force, was initiated in AY 2008-2009 as the campus prepared for our past WASC accreditation. Over the past few years the responsibilities of the committee have evolved and there is a need to clarify, update, and formalize the structure of APAC as a university committee.

The impetus to formalize the structure of APAC is grounded in the feedback from faculty members, college leadership, and WSCUC Steering Committee which pointed to the need to clarify and update the committee's mission, responsibilities and membership. Additionally, an emerging need had evolved to strengthen the communication and alignment between this university-level assessment committee and the college assessment committees.

The ultimate goal of this referral is to improve, through a clarified and updated structure of APAC, the critical linkages between the institutional and program level assessment efforts so as to facilitate the bi-directional coordination, understanding, and visibility of student learning assessment and improvement initiatives on campus. There is also a need to provide assessment analysis and professional development support to faculty as related to the university and program-level assessment efforts and initiatives. The expected outcome of this referral is a clearly defined APAC structure in terms of its mission, responsibilities, and membership. The attached document provides a draft of the committee structure.

It should be noted that in the proposed structure each college has the ability to have two college representatives on APAC – the primary representative and a secondary (optional) representative. Having a secondary representative on APAC provides colleges with an opportunity to further develop university-level assessment expertise, thus building organizational capacity and strengthening continuity planning efforts on assessment within the college. However, if the seat of the secondary representative is not filled by a representative from the college, it should remain unfilled until there is a need for additional representation. The committee members are appointed for a two-year term.

Resources Consulted
Sep Eskandari, Interim AVP for Academic Planning
Seema Shah Seema C. Shah-Fairbank P.E., Ph.D. , Faculty Director of Assessment and Program Review
Dr. Lara Preiser-Houy, Interim AVP for Academic Programs

Discussion:

This referral asks to formalize the structure of APAC as an established university committee. The committee has existed since AY 2008-2009. This referral would formalize the structure of the committee as recommended. It would also formalize the mission and tasks. The structure guarantees representation for all colleges. The referral effectively asks to formalize an existing

functioning body. We recommend this move forward. It did not appear that substantive changes were required.

Recommendation:

The Academic Affairs Committee recommends that the structure of the Academic Programs Assessment Committee (APAC) be defined as follows.

Structure of the Academic Program Assessment Committee

PREAMBLE

Based on feedback from faculty members, college leadership, and WSCUC Steering Committee, there are emerging needs to clarify, update and formalize the structure of the Academic Program Assessment Committee (APAC) and to strengthen the communication and alignment between this university-level assessment committee and the college assessment committees.

The ultimate goal is to improve the critical linkages between the institutional and program level assessment efforts so as to facilitate the bi-directional coordination, understanding, and visibility of student learning assessment and improvement initiatives on campus. There is also a need to provide assessment analysis and professional development support to faculty as related to the university and program-level assessment efforts and initiatives. This document delineates an updated mission, responsibilities, and membership of the Academic Programs Assessment Committee (APAC).

MISSION

The Academic Program Assessment Committee (APAC), which has faculty leadership, provides a forum for the exchange of assessment information and strategies among undergraduate and graduate programs. It coordinates assessment efforts for the campus, showcases evidence-based assessment and establishes guidelines for comprehensive student outcome assessment and outcomes visibility throughout the institution.

The committee supports the development and implementation of department and university assessment plans. It reviews, provides feedback and consults with departments on the annual assessment reports and the assessment reports submitted to the university through the program review process. It also reviews and provides feedback on campus assessment plans and reports that may be required by the WASC Senior College and University Commission (WSCUC). Furthermore, the committee identifies and proposes innovative approaches or improved practices in assessment. Additionally, it collaborates with the Faculty Center for Professional Development on professional development activities related to assessment of student learning and the integration of teaching, learning and assessment.

The committee is chaired by the Faculty Director of Assessment and Program Review. Furthermore, it is supported by the Administrative Support Analyst. The Associate Vice President for Academic Programs serves as the exofficio member of the committee. The committee meets bi-weekly during each academic term.

RESPONSIBILITIES OF THE COMMITTEE MEMBERS

- Ensure that each college is represented at each APAC meeting.

- Establish policies, procedures, and guidelines at the university level associated with assessment of student learning.
- Review and provide feedback and recommendations on annual assessment reports (e.g., MQIDs, IEEIs, etc.) and program review assessment reports.
- Review and provide feedback on campus assessment plans and reports for WSCUC.
- Contribute to APAC regarding assessment practices, policies, and experiences.
- Disseminate university-level assessment findings to college constituents.
- Participate in university-related assessment seminars and workshops.

COMMITTEE MEMBERSHIP

- APAC Chair:
- Faculty Director of Assessment and Program Review

- APAC Members:
- 1 Chair of College Assessment Committee from each academic college and University Library
- 1 (optional) Faculty Representative from each academic college and University Library
- 1 Associate Dean
- 1 Student Affairs Representative
- Associate Vice President for Academic Programs (ex-officio)

Conceptual Overview of
the APAC Structure and Interfaces
10-08-17