

Academic Assessment Committee

Meeting Minutes – April 25, 2016

In attendance: C. Anderson, L. Clark, C. Broadus-Garcia, R. Ghodsi, Y. Kirby, M. Kruey, C. Lee, J. Mulrooney, J. Sikorski

Excused: D. Chase, S. Jones

Meeting minutes for April 11, 2016 meeting were amended and approved.

There was discussion on the final draft of the **Policy for Embedded Programs** for certain certificate programs. The discussion included who worked on drafted the policy and who worked on it. The committee unanimously passed the policy for approval by the Faculty Senate.

Next, the Committee discussed whether or not everyone would need to review and provide feedback on the response letters to be distributed to departments whose academic program reports had been assessed by the Committee.

The AAC also discussed revisions to Guideline #3 for Annual Assessment Reports in order to clarify the instructions to the academic programs submitting reports.

The Academic Assessment Committee amended its response to the Faculty Senate regarding the Modern Language programs' request to change the review cycle for programs with assessment issues. All the following recommendations were approved by a vote of 7 to 1:

- Strike Faculty Senate's recommendations
- Clarify first paragraph of AAC's response letter; and
- Add summary statement to end of Assessment Policy.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Martha Kruey

Academic Assessment Committee Policy for Embedded Programs

Central Connecticut State University (CCSU) has several certificate programs where students are required to complete a subset of courses that are also required in a unique and specific degree program. This policy has been adopted by the Academic Assessment Committee for assessment reporting purposes only and does not supersede any policies or requirements identified by external program accrediting agencies. Note: certificate programs are not required to be embedded and can opt out of this reduced reporting requirement; if this is the desire of the department, then the normal reporting cycle for all academic programs will remain in place.

Definitions and requirements

Embedded program – a certificate program where the required coursework and learning outcomes are a subset of a single unique stand-alone degree program.

Parent program – must be a single and unique stand-alone degree program; cannot be embedded in another program.

Child program – must be a certificate program; Child program can be embedded in a Parent program.

In order for a certificate program to be considered an embedded program, the following requirements must be met:

- 1) At least 75% of the credits required in the Child program must align with the program content of a Parent program.
- 2) A Child program comprised of courses carrying undergraduate credit cannot be embedded into a Parent program carrying graduate credit and vice versa.
- 3) 100% of learning outcomes for the Child program must be represented in the learning outcomes of the Parent program (i.e. learning outcomes for the Child program should be a subset of the learning outcomes for the Parent program).
- 4) If a graduate level Child program requires a Master's degree for entrance into the program, the Parent program cannot have lower entrance requirements for students (for example, a sixth-year certificate program cannot be embedded in a Master's degree).

Benefits

- 1) Reduction in CCSU reporting requirements:
 - a. Certificate programs that meet the above requirements and have been approved by the AAC as an embedded program with a designated Parent program, will not be required to be either assessed or reported on separately from the Parent program. The Parent program, for assessment purposes, will include students in the Child program in their reports and assessment activities/analyses; there is no requirement for data in the Child program to be separated from the Parent program.
 - b. Unaccredited programs that are required to complete an external Program Review: the Program Review will be scheduled for the Parent/Child program combination and the information remains combined. Note – accredited programs do not complete a Program Review, their external evaluation is completed by their accrediting agency.

Process

To request a program be recognized as embedded, a department will need to provide the following documentation to the AAC, copying the Director of Institutional Research and Assessment:

- 1) A crosswalk documenting how the academic content of the proposed Child program aligns with the academic content of the proposed Parent program.
- 2) A crosswalk documenting how the learning outcomes of the proposed Child program aligns with the learning outcomes of the proposed Parent program.
- 3) Departments submitting a request for a program to be recognized as embedded need to submit their documentation no later than March 1 of an academic year. The AAC will recognize embedded programs by June 30 of the same year. If the program is recognized as embedded by the AAC, the required assessment report due the following September, will be reduced to one and will include results from the Parent/Child combination.

List of Embedded Programs

Program	Embedded Program?	Parent Program	Child Program	Degree Type	DHE Number	CIP 2010
American Studies				C2	10277	50102
Media Studies				BA	18099	90102
Journalism				BA	15031	90401
Strategic Communication				BA	18107	90900
Communication	Yes		14632	MS	02522	90901
Public Relations/Promotion	Yes	02522		OCP	14632	90902
Computer Science				BS	00043	110101
Computer Information Technology				MS	06901	110103
Data Mining, online	Yes		09290	MS	09328	110401
Data Mining	Yes	09328		OCP	09290	270301
Data Mining, online	Yes		09289	MS	09328	110401
Data Mining - online	Yes	09328		OCP	09289	270301
Digital Printing and Graphic Technology				BS	17362	110801
Networking Information Technology				BS	17364	111001
Teacher Education:				MAT	14255	130101
Educational Leadership				MS	05642	130401
Superintendent of Schools				PM CERT	14633	130401
Educational Leadership				ED.D	09981	130401
Educational Leadership				SYC	02597	130411
Educational Technology				MS	00045	130501
Educational Studies				MS	00046	130901
Special Education	Yes		10180	MS	00048	131001
Special Education	Yes	00048		C3	10180	131001
Counselor Education				MS	00049	131101
Elementary Education	Yes		10181	BS	00050	131202
Elementary Education	Yes	00050		C3	10181	131202
Elementary Education				MS	00051	131202
Early Childhood Education				MS	00053	131209
Art Education	Yes		10167	BS	00054	131302
Art Education	Yes	00054		C3	10167	131302
Art Education				MS	00055	131302
Technology and Engineering Ed K-12	Yes		10185	BS	00058	131309
Technology and Engineering Education K-12	Yes	00058		C3	10185	131309
Science, Tech, Engineering, and Math Ed				MS	17396	131309

Program	Embedded Program?	Parent Program	Child Program	Degree Type	DHE Number	CIP 2010
Mathematics Education Leadership				SYC	14825	131311
Music Education	Yes		10174	BS	00062	131312
Music Education	Yes	00062		C3	10174	131312
Music Education				MS	00063	131312
Physical Education	Yes		10178	BS	00064	131314
Physical Education	Yes	00064		C3	10178	131314
Physical Education				MS	00065	131314
Reading and Language Arts				MS	00066	131315
Reading and Language Arts				PM CERT	10607	131315
Reading and Language Arts				SYC	00067	131315
Dance Education				BS	18177	131324
TESOL				C3	10609	131401
Teaching English to Speakers of Other Languages	Yes		15703	MS	00070	131401
TESOL (Teaching English to Speakers of Other Languages)	Yes	00070		OCP	15703	131401
Civil Engineering				BS	15032	140801
Mechanical Engineering				BS	14202	141901
Engineering Technology				MS	09299	150000
Civil Engineering Technology				BS	03047	150201
Electronics Technology				BS	09933	150303
Robotics & Mechatronics Engineering Tech				BS	16962	150405
Industrial Technology				BS	00071	150612
Manufacturing Engineering Technology				BS	02365	150613
Mechanical Engineering Technology				BS	02813	150805
Computer Engineering Technology				BS	13269	151201
Modern Languages				MA	00074	160101
German	Yes		10171	BA/BS	00072	160501
French, German, Italian & Spanish	Yes	00072		C3	10171	131306
French	Yes		10171	BA/BS	00073	160901
French, German, Italian & Spanish	Yes	00073		C3	10171	131306
Italian	Yes		10171	BA/BS	00075	160902
French, German, Italian & Spanish	Yes	00075		C3	10171	131306
Spanish	Yes		10171	BA/BS	00076	160905
French, German, Italian & Spanish	Yes	00076		C3	10171	131306

Program	Embedded Program?	Parent Program	Child Program	Degree Type	DHE Number	CIP 2010
English	Yes		10605	BA/BS	00079	230101
English	Yes	00079		C3	10605	230101
English				MA	00080	230101
Biology	Yes		10603	BS	00082	260101
Biology	Yes	00082		C3	10603	260101
Biological Sciences				MA/MS	00083	260101
Biochemistry				BS	13670	260202
Biomolecular Sciences				BS	13445	260204
Biomolecular Sciences	Yes		10168	MS	13446	260204
Cell & Molecular Biology	Yes	13446		OCP	10168	260204
Mathematics	Yes		10606	BA/BS	00084	270101
Mathematics	Yes	00084		C3	10606	270101
Mathematics				MA/MS	00085	270101
International Studies				BA	02693	302001
International Studies				MS	00035	302001
Special Studies				BA/BS	00087	309999
Exercise Science				BS	17363	310505
Philosophy				BA	00088	380101
Chemistry				BS	00090	400501
Earth Sciences			10176	BS	00092	400601
Science Education	Yes	00092		C3	10176	131316
Physics				BS	00094	400801
Natural Sciences				MS	00097	409999
Psychology				BA	00098	420101
Psychology				MA	00099	420101
Professional Counseling				PM CERT	14631	422803
Criminal Justice				MS	02965	430104
Social Work				BA	02556	440701
Social Sciences				BS	00101	450101
Anthropology				BA	00103	450201
Criminology				BA	03127	450401
Economics				BA	00104	450601
Geography				BA/BS	00105	450701
Geography				MS	00106	450701
Political Science				BA	00109	451001
Sociology				BA	00110	451101
Graphic/Information Design				BA	07020	500401
Information Design				MA	06297	500401

Program	Embedded Program?	Parent Program	Child Program	Degree Type	DHE Number	CIP 2010
Theatre				BFA/BA	00111	500501
Art				BA	02519	500701
Music				BA	02608	500901
Athletic Training				BS	06923	510913
Pre-Health Studies				OCP	10169	511199
Marriage & Family Therapy				MS	06159	511505
School-Based Marriage and Family Therapy				PM CERT	17215	511505
Nursing	Yes		00078	BSN	14729	513801
Nursing (RN to BSN)	Yes	14729		BSN	00078	513801
Biological Sciences Anesthesia				MS	03033	513804
Management				BS	00037	520201
Manufacturing Management				BS	18000	520205
Technology Management	Yes		14629	MS	00040	520205
Environmental Health and Safety	Yes	00040		OCP	14629	512202
Technology Management	Yes		14634	MS	00040	520205
Supply Chain and Logistics	Yes	00040		OCP	14634	520203
Technology Management	Yes		14630	MS	00040	520205
Lean Manufacturing and Six Sigma	Yes	00040		OCP	14630	150702
Accounting				BS	00036	520301
Business Administration				MBA	02816	520305
Finance				BS	02650	520801
Hospitality & Tourism				BS	04091	520901
Management Information Systems				BS	02380	521201
Marketing				BS	00039	521401
Construction Management				BS	10186	522001
Construction Management	Yes		14628	MS	14421	522001
Construction Management	Yes	14421		OCP	14628	522001
History	Yes		10172	BA/BS	00107	540101
History	Yes	00107		C3	10172	540101
History	Yes		10608	BA/BS	00107	540101
Social Studies	Yes	00107		C3	10608	131318
History				MA	00108	540101
Public History				MA	09702	540105