

**Minutes for the  
Academic Program Assessment Committee Meeting**  
Friday January 19, 2018, 12:00 p.m.-1:00 p.m.  
Crawford 403

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

- I. Approval of 14 December 2017 meeting minutes. *Approved.*
- II. Old Business: Discussion of the language concerning “all graduating students” in SLOs/PLOs. *Tabled for discussion about changing language.*
- III. Old Business: Tabled from December meeting. Approval of Astronomy & Astrophysics, Physics, Premedical Biology, Science Ed. EdS assessment documentation. *Chair stated that they would forward these to the committee for approval at the 16 February meeting.*
- IV. Old Business: Tabled from the December meeting. Approval of the revised COB assessments. *Committee members admitted that few if any had actually looked at these items too deeply due to the holidays. These were approved by the committee which agreed to observe implementation and reporting in case issues come about in hindsight. Chair will report back to the committee in Fall 2018 after items are input to WEAVE.*
- V. Old Business: Reminder of the deadline for submitting 2012 assessment changes is coming up soon.
- VI. New Business: Discussion about a potential Senior Project for creating an electronic documentation system for reviewing academic programs. (Bill Shoaf)  
  
Related to the above, I received the following request: Can we discuss creating a Google Drive folder for each department so that the program assessment reviews can be forward their instead of to me (the Chair)? (Mine Subasi)  
  
*A handout was sent to the committee and some discussion was taken on the second issue though at the moment, no action on setting up a google drive was taken.*
- VII. New Business: Approval of the AA in Psychology. *Approved*
- VIII. New Business: Approval of revisions and changes to assessments after being submitted to APAC for approval. *The committee members agreed after brief discussion that the approval for changes would first occur at the DRC level to ensure that the changes made to WEAVE were actually those approved by APAC. The DRCs will indicate in the comment section of changed items that they have*

*reviewed this material. The Chair would then approval all final changes. All changes in WEAVE are to be in place by June 2018 at the latest.*

- IX. New Business: FYI at the moment. SACSCOC has a new mandatory rule for student identity verification for online courses, more than just usernames and passwords. This also applies for proctored exams. Once the handbook from SACSCOC is released discussing implementation expectations, this may get placed on the agenda as a goal to provide suggestions to Florida Tech and the new rule's effect on assessment. *This will be discussed with Online administrators once the final rules are in place from SACS-COC. Any concerns will be raised with APAC as well.*
  
- X. New Business: Changes to the committee membership with the departure of Dr. Michael Grace from the university. *The chair noted that with the departure of Dr. Grace, there was a significant absence of representation from the Science side of the new college. While Dr. Subasi has been doing a stellar job, the committee members agreed that there should be a second member to assist with the work needed to oversee, manage and assist in the assessment process. This was briefly discussed with the committee members and the Chair and Dr. Archambault will discuss options, and if necessary, raise concerns over membership with Dr. Carvalho.*
  
- XI. Next meetings tentatively scheduled for 16 February and 16 March 2018 at 12:00 p.m. Location TBA.
  
- XII. Action Items

*There were no action items beyond the above.*

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*Respectfully submitted,  
Matthew Ruane, Chair  
February 14, 2018*