

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

April 20, 2018, 12:00 p.m.-1:00 p.m.

Crawford 403 Room

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

Absent: Henry Perez, Bill Rankin

- I. Approval of 23 March 2018 meeting minutes. (APPROVED)
- II. Old Business: IT Training Sessions. Note, other than two sessions, these were scarcely attended. However, both CJ and I did meet with individuals or groups to help with assessment throughout April and May. Should we continue this scheduled group sessions?
- III. Old Business: Graduate Certificate Programs, Extended Studies—8271: Acquisition & Contract Management and 8272: Business Management. I have been informed this has been tabled for the time being.
- IV. New Business: Remember, all assessment reporting for CY 2017 is due no later than 1 June. I will be starting to send out updates on the current progress of assessment on Mondays and Fridays starting 30 April. Letters were sent out throughout May 3x per week to APAC members who forwarded them on to their DRC members.
- V. New Business: APAC has a new website... [www.fit.edu/apac](http://www.fit.edu/apac). It also has a direct link to WEAVE login.
- VI. New Business: CY 2013 Assessments needing revision will be put together and handed out in August 2018.
- VII. New Business: Student Design Demo. Chris Rorbaugh provided an overview of the new web based reporting and review system. Questions about functionality were asked by members in attendance and several helpful suggestions were made. Chris assured the audience that a working version would be available by late fall.
- VIII. Continued Business: Assessment Cycle Changes. There was a discussion about the 2019 assessment cycle's importance and a brief discussion about changes to assessment cycle coming in 2020. Furthermore, a sub-committee will be established in the fall to discuss how to better integrate Action Plans in Weave.
- IX. Next meetings tentatively for late August, 2018.
- X. Action Items: None were listed.