

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

August 8, 2018, 2:00 p.m.-3:30 p.m.

Harris Commons 305

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

Absent: Henry Perez, Donna Wilt

- I. Approval of 20 April 2018 meeting minutes. (APPROVED, noted that Dr. Palotai needed to be added to the minutes as in attendance)
- II. Old Business: Updating WEAVE with new measures after some of the problems from spring 2018. General discussion followed and a decision about updating the current website was tabled until we are further along with the issue of implementing the new WEAVE system this fall. Additional discussion about whether to simply copy and paste existing measures into the new WEAVE or start fresh was tabled.
- III. New Business: New WEAVE Update. There was a preliminary meeting in which about 10 people attended for a webinar in July. CJ and I also met this morning with our transition representative. A general discussion and some feedback from those in attendance arrived at a consensus that the new WEAVE would likely be a positive move forwards.
- IV. New Business: Changing the Assessment Cycle to an academic year cycle. This was met with unanimous approval. There was some discussion by the chair about what this would mean for the new five-year assessment cycle proposed to start in CY 2020, but the chair admitted that the math had not been completely worked out yet. An update would be provided at the next meeting.
- V. New Business: Data Entry for Spring 2018 and into the future. What will it mean to enter data for Fall 2018 and beyond? There was a brief discussion about future assessment input. Notice that the Provost had approved skipping data entry for Spring 2018 and starting the new assessment cycle with Summer 2018 was met with general approval. The chair reinforced the need to input data for summer and fall 2018 and especially for 2019 as we are entering the preparatory period for the next SACS-COC interim report due in 2020.
- VI. New Business: CY 2013 Assessments needing revision will be put together and handed out in August 2018. Next meeting is scheduled for August 29, 2018. The chair will provide the materials needed updates at that meeting.
- VII. New Business: Review of the 2018 Annual Assessment Report. There was a general discussion about the report, including programs with high numbers of NRTC (not reported this cycle) and how best to improve these in the future. It was also

mentioned that the Provost would pay particular attention to any degree program that had not provided assessment results for 3 assessment cycles. The chair recommended that ACs provide some reason why a measure/target was marked NRTC this cycle in the space available for discussion on WEAVE rather than just marking NRTC or Missing and moving on.

The chair also congratulated the members of APAC on helping to lower the number of missing results, and that the committee was on target to reducing that number of results to less than 1% of the total by 2020. Moreover, the chair reiterated that the goal was to get NRTC this cycle to 5% or lower by the same date.

- VIII. Continued Business: Action Plan Revisions & Changes. One of the areas of assessment we have not been very good in following up with are action plans. As we are changing WEAVE we have the chance to develop new Action Plan rules and new global Assessment Questions.

The chair called for creating a subcommittee to look at revising the questions and providing some feedback on action plan revisions and how to improve follow up. The chair requested that the DRC members solicit or nominate one person from each of the sub groups that made up APAC, and that he expected there would be no more than 3 meetings in the fall. While the DRC members were not expected to take on this sub-committee work, they were welcome to do so.

- IX. Next meeting is tentatively scheduled for 29 August, 2018. Please have new items for review completed by 27 August.
- X. Late August meeting agenda items: 1) Changes to existing assessments & usual business; 2) Additional WEAVE updates; 3) Preliminary Discussion of Assessment of Honors Courses (see handout for some preliminary info we were provided)

The chair asked for new items to be examined by 27 August. For the September meeting, all new items to be discussed and included on the agenda were to be provided at least 3 business days before the meeting. The chair would provide notice when reminders were sent out about the next APAC meeting. Finally, there was a brief discussion about assessment of honors courses. The chair mentioned that since many of the Honors Courses being offered, or proposed to be offered, made up part of the General Education core, that the GenEd DRC would also be discussing this issue as well.

- XI. Action Items: None were listed.