

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

December 12, 2018, 12:00 p.m.-1:00 p.m.

Carrabbas, Palm Bay Rd, Palm Bay, FL

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

Absent: John Barranti, Chris Sonnenberg, Donna Wilt

- I. Approval of 28 November 2018 meeting minutes. (Approved)
- II. Continued Business: WEAVE template was approved. CJ Colley also mentioned that there was still an issue with the CAS authentication server on WEAVE's end so until that is corrected, we cannot login using our TRACKS accounts. It is hoped that a solution will be found by January 2019.
- III. New Business: Reviewing Handouts on Assessment Reporting. There was a brief discussion over lunch about the usefulness of the materials. It was agreed that they should be adjusted/rewritten for Florida Tech specifics and then present them to APAC for approval.
- IV. New Business: Meta Assessment Procedures and Discussion. There was brief discussion about the assessment of assessment. This will be looked into more in the spring of 2019.
- V. Next Meeting: Wednesday, January 9, 2019, 12-1pm; Location to be announced but likely in OPS Conference Room
- VI. Informational Items:
  - 1) Thank you for reminding all of your ACs about the deadlines. Remember the deadline for summer and fall 2018 data input to WEAVE is 15 January 2019.
  - 2) WEAVE training sessions will begin in January. Dates to be announced. Remember this training is mandatory for individuals involved in assessment, per the instructions of the Provost.
- VII. Action Items  
The Chair thanked the committee for their hard work and wished them all Happy Holidays upon the conclusion of the working luncheon meeting.