

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

December 17, 2019, 12:00 p.m.-1:30 p.m.

Broken Barrel Tavern, Palm Bay

Attendance: Matthew Ruane (Chair), Munevver Subasi, Csaba Palotai, Mark Archambault, Chris Sonnenberg, Sherry Jensen, Bill Shoaff, Tolga Turgut, Bill Rankin, Lyn Werner, CJ Colley

Absent: Vanessa Edkins, Donna Wilt (on sabbatical)

- I. Approval of 23 October 2019 meeting minutes. (Approved)
- II. Old/New Business: WEAVE Transition update. Possibility of switching to a new assessment management software was discussed. A meeting was planned with the Watermark people in early January (Jessica Ickes, CJ Colley, and Matthew Ruane). It was also noted that due to delays in transferring information, the input deadline for Fall 2019 was pushed back to 1 February. Any additional information will come in the January meeting.
- III. Old Business: Approved by email discussion and vote—EIS program assessment. The committee had no questions and approved the changes formally that had been approved through email previously.
- IV. Old Business: Assessment Workshop January 2020 (will be rescheduled). It was also noted that due to transitions in the SVPAA office that training sessions on assessment basics will be rescheduled for a future date in 2020.
- V. Old Business: Approval of new assessment for PhD Cell and Molecular Biology. This was approved.
- VI. New Business: MS Software Engineering (See attached). This was tabled by the committee waiting on an updated assessment rubric. Currently the rubric is used for grading purposes and not for assessment purposes. Dr. Archambault would discuss with the proposer to have changes ready for Spring 2020.
- VII. New Business: MS Systems Engineering (See attached). This was approved.
- VIII. New Business: MS Human Centered Design (See attached) . This was more of a notice that the graduation requirements were changing, and the assessment related to the non-thesis option was likely to be removed. However, the thesis option assessment currently in place will not be changed. Any modifications, however, will need APAC approval.
- IX. New Business: Discussion of SACS-COC Annual Meeting outcomes, National Accreditation. This was led by Dr. Ruane and basically was a recap of information from the SACS annual meeting. Much of the work that will be undertaken for

potentially adding three new GE based assessment materials will be worked out in the GEDRC in Spring 2020. However, as these new assessment materials may effect upper level undergraduate assessments, the items will be presented to APAC in the future.

Information about National Accreditation was very preliminary but may pose interesting options for the university in the future.

- X. New Business: Question—Should there be change of assessment requirements when moving from a separate degree code to a single code with multiple specializations? This was tabled and would be discussed at the January meeting.
- XI. Continued Business: Revision of Associate degree (AA, AS) assessment requirements and review of existing programs. A 4-person sub-committee of APAC was established and would be laying out the groundwork for guidelines for AA/AS degrees. The committee consists of Maria Lavooy, Mark Archambault, Tolga Turgut and Chris Sonnenberg. It will be chaired by Matthew Ruane. The committee will meet following the APAC meetings in Spring 2020.
- XII. Continued Business: Suggestions for recognizing and rewarding well-done assessment at Florida Tech. Again this was tabled, though some discussions of the difficulty of recognizing assessment was noted.
- XIII. Next Meetings: Discussion of remaining on Wednesdays for spring 2020, first meeting: 15 January 2020. A brief discussion was held and it was agreed that meetings should move to 11am on Wednesdays for Spring 2020. Preliminary dates were laid out of 15 January, 12 February, 18 March, and 15 April.
- XIV. Action Items. There were no action items.