

**Agenda for the
Academic Program Assessment Committee Meeting**
April 15, 2020, 11:00 a.m.-12:00 p.m.

Zoom Meeting <https://fit.zoom.us/j/163608538>

- I. Approval of 01 April 2020 meeting minutes. (See attached).
- II. Old Business: **WEAVE Transition Update Reminder:** Please remind your ACs to check the WEAVE data and to roll the cycle to the new 2019-2020. Instructions are on the www.fit.edu/apac website.
- III. Old Business: New deadlines for reporting and recording assessment items in WEAVE.

15 May deadline for reporting and entering Spring course and program data.
1 June deadline for annual assessment to be completed.
- IV. Old Business: **Updates.** Covid-19 and Assessment Policies & Procedures.
If there are any faculty whose contracts were not renewed and are serving as assessment coordinators or are key faculty for collecting/reporting and/or analyzing assessment data, please let the Chair know as soon as possible. Discussion of this crucial issue is important to the integrity of the assessment process!
- V. Old Business: **Updates.** Certificate Programs needing assessment. In reviewing the new WEAVE, there are a number of certificate programs I could find no existing assessment for. They are:

Acquisitions & Contract Management; ABA Analysis Certificate; ABA Analysis Assistant Certificate; Commercial Space Studies Graduate Certificate; Data Science Graduate Certificate; Energy System Graduate Certificate; Enterprise Architecture Certificate; Flight Test Engineering Certificate; Information Assurance & Cybersecurity Graduate Certificate; Marketing Communication Graduate Certificate.
- VI. Old Business: (from an action item) Discussion by the committee about switching the academic reporting cycles from Summer, Fall, Spring to Fall, Spring, Summer.
- VII. Old Business/FYI: Revision to APAC Policies and Procedures Manual. In light of continued changes in the university's administrative reporting structure, I am going to make changes over the summer and submit them to the committee for review. If anyone would like to volunteer to help read/review/advise the proposed changes before they are presented to the whole committee in August, please let the Chair know.

VIII. Next Meetings: As necessary in early May

IX. Action Items
