

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

January 15, 2020, 11:00 a.m.-12:00 p.m.  
Olin Life Science 2<sup>nd</sup> Floor Conference Room

Attendance: Matthew Ruane (Chair), Munevver Subasi, Csaba Palotai, Mark Archambault, Chris Sonnenberg, Bill Shoaff, Tolga Turgut, Lyn Werner, CJ Colley, Vanessa Edkins, Rian Mehta

Absent: Donna Wilt (on sabbatical), Bill Rankin (on leave)

- I. Approval of 17 December 2019 meeting minutes. The committee unanimously approved the minutes from the last meeting.
- II. The committee welcomes Dr. Rian Mehta to APAC who is replacing Dr. Rankin while he is on FMLA. The chair also noted that Dr. Jensen had left the university in December and that the CoB would need to find a faculty replacement for the committee.
- III.** Old/New Business: WEAVE Transition update. Possibility of switching to a new assessment management software and update on the Watermark meeting. The chair and Mr. Colley updated the committee on the process of the WEAVE transition. Almost everything should be in place. The committee was instructed to inform their respective Assessment Coordinators to check the WEAVE transfer to ensure that everything was properly moved over. ***A deadline of 1 February was given for feedback to the Chair and Mr. Colley.***
- IV. Old Business: Question—Should there be change of assessment requirements when moving from a separate degree code to a single code with multiple specializations? There was a discussion that there should be some differentiation for the specializations in the form of a single DSK measure. The committee agreed that this would meet the need for properly assessing the specializations without adding a burdensome requirement to existing assessment.  
  
***These new assessment measures will be presented to APAC by the April 2020 meeting for approval.***
- V. Update: Approval of SWE 5998. Changes were made to the rubric and the grading scheme (the latter not part of APAC's purview but noted), and the concerns of the committee were met. Once the changes were made (see Attached), the Chair approved the assessment portion as requested by Dr. Archambault. The committee voted to formally approve this assessment change.
- VI. New Business: Dr. Sherry Jensen is no longer with the university. Dr. Sonnenberg will be looking for a CoB replacement for the February meeting. The chair also spoke with Dr. Richardson and he agreed to find a replacement for Dr. Jensen.

- VII. New Business: There has been a request from Dr. Subasi that the committee reconsider collection of Fall data and its input. She has asked that the ACs still collect the Fall 2019 data, but wait to input the data in May 2020 as per the usual end of the assessment cycle.

*“The main issue with making the deadline for reporting is mainly due to faculty not submitting it on time or submitting very late. So, it has nothing to do with ACs. I am all for collecting the Fall data from faculty by the anticipated deadline though.”*

After several minutes of discussion, the committee agreed that a modification to the assessment input deadlines would be put in place. 15 January would be preserved as the deadline for entering (but not necessarily assessing) the previous Fall data. 15 May would be the deadline for entering Spring data. A new deadline of 15 August was established for the reporting of Summer course data to respective assessment coordinators. However, 15 September would be the deadline for inputting Summer 1 and Summer 2 online data.

1 June would still be the final deadline for all annual assessment to be completed for the current academic assessment cycle.

- VIII. New Business: Changing assessment cycle in the new WEAVE.

What you want to do is create the 2019-2020 instances of those programs:

-Go to ‘Projects’ at the top of the page

-Click ‘Create new project’ in the upper right corner

-Select ‘New version of an existing project’ and select the program you want. Click ‘next’

-Under ‘Select reporting period’ select 2019-2020

-From here, two options:

-‘No, start empty’- (Recommended) This will carry over everything EXCEPT findings from the previous cycle, leaving the findings field empty for new ones (Summer 19, Fall 19)

-‘Yes, start pre-filled’- This will carry over everything INCLUDING findings. This may be easier if you expect to use the same format for your findings and just need to change something simple like the numbers

-This takes you to outline mode, showing you the whole program. If you don’t want to change anything here, or are done making changes, click ‘Save outline’ at the bottom

-From here you are in the new instance of the program and can enter your findings as desired

The chair and Mr. Colley both stated that if any assessment coordinators had difficulty with changing the assessment cycle, they would provide assistance. A pdf of this material will be posted to the [www.fit.edu/apac](http://www.fit.edu/apac) website.

- IX. Next Meetings: Discussion of remaining on Wednesdays for spring 2020. The next meetings are scheduled for 12 February, 18 March, and 15 April. The chair noted

that due to changes in the Provost's office, there might not be food provided for the next meeting.

X. Action Items

Discussion by the committee at the February 2020 meeting about switching the academic reporting cycles from Summer, Fall, Spring to Fall, Spring, Summer.