

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

February 12, 2020, 11:00 a.m.-12:00 p.m.
Olin Life Science 2nd Floor Conference Room

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

Absent: Bill Shoaff

- I. Approval of 15 January 2020 meeting minutes. *Amended and approved*
- II. Introducing a new member. Welcome to Dr. Rian Mehta.
- III. Old/New Business: WEAVE Transition update. Assessment Coordinators were to report problems by 1 February. So far, we have received no significant questions or problems, so thank you CJ. 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. *The chair made for a second call for any problems to be reported by 1 March 2020. The committee agreed that the information would be forwarded to their respective assessment coordinators.*
- IV. Old Business: Reminder, new DSK measures and targets for single degrees with multiple specializations are due for the April 2020 meeting. *There was a rather long discussion about single assessment versus multiple measures and targets. The committee agreed that while CT and COMM measures and targets can be used for all specializations, **there should be at least one DSK measure and target for each specialization in a degree.** Any additional DSK measures and targets can be common to the degree.*
- V. Old Business: New deadlines for reporting and recording assessment items in WEAVE.
15 August deadline for the collection of all Summer on-campus course and program data to respective assessment coordinators.

15 September deadline for reporting and entering all Summer 1 and Summer 2 online course and program data.

15 January deadline for reporting and collecting (but not necessarily entering and/or assessing) all Fall course and program data.

1 June deadline for reporting and entering all Summer, Fall and Spring course and program data not already entered, as well as being the final completion date for all annual assessment to be completed.

The committee made some changes and adjustments to both dates and wording of this updated procedure. The changes are indicated above.

- VI. New Business: Approval of assessment for Aviation Ground Operations Certificate. *The committee had a brief discussion of the materials offered and a vote was called. Approved*
- VII. New Business: Approval of assessment for new BA Liberal Studies. *The committee had a brief discussion of the materials offered and a vote was called. Approved*
- VIII. New Business: Approval of assessment for Ph.D. in Biological Sciences. *The committee had a brief discussion of the materials offer and a vote was called. The proposal was tabled for the committee's questions to be answered by the proposer. Tabled.*
- IX. New Business: (from an action item) Discussion by the committee about switching the academic reporting cycles from Summer, Fall, Spring to Fall, Spring, Summer. *This was briefly raised by the chair, but due to time constraints the matter was tabled. It will be raised at the April meeting. Tabled.*
- X. New Business: Revision to APAC Policies and Procedures. *The chair mentioned that in light of administrative changes to the university's governing structure, that this document was being revised and updated, along with the policies and procedures which were approved since 2017. The chair also asked for an additional feedback on the content of the policy manual by the March meeting.*
- XI. Next Meetings: 18 March, and 15 April
- XII. Action Items
