

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

April 1, 2020, 11:00 a.m.-12:00 p.m.

Via Zoom Meeting

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

Absent: Chelsea Stripling

- I. Approval of 12 February 2020 meeting minutes. *Approved*
- II. Welcome New Member: Amitabh Dutta (CoB)
- III. Old/New Business: WEAVE Transition update. 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](http://www.fit.edu/apac) website. *The Chair also reminded faculty that the old WEAVE will be going away 1 June and that back ups of all old material needs to be completed before that date. Anything that is not backed up will be gone when the old system goes down. If any AC or DRC member needs help with how to back up old material on WEAVE, they should reach out to Dr. Ruane or CJ Colley will before the 1 June deadline. Reminders will be sent out to assessment coordinators starting in May to begin backing up old WEAVE data (i.e. saving it as pdf files).*
- IV. Old Business: Reminder, new DSK measures and targets for single degrees with multiple specializations are due for the regular 15 April 2020 meeting.
- V. 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.  
  
*The Chair pointed out that if faculty need any assistance with the assessment that they should reach out as soon as possible after 1 May.*
- VI. Old Business: PhD in Biology questions. We had a series of questions about the PhD in Biology's assessment. They have been answered and a vote for approval is still needed. *Approved*
- VII. New Business: Covid-19 and Assessment Policies & Procedures. *The Chair mentioned that this was still a developing situation and that university was encouraging faculty to do the best they could under these trying circumstances. SACS-COC still expects the university to make a good faith effort in collecting assessment data and to document any results that may seem out of the norm. Since this is also the beginning of our new five-year cycle and we are preparing for an*

*interim report, there is a chance that extra scrutiny will be given to our collection of assessment results this Spring given the circumstances.*

- VIII. New Business: Approval to adding a new representative to APAC representing the University Libraries. Chelsea Stripling will be the new representative once approved.
- IX. New Business: Approval of CoB AA degree changes. *Approved*
- X. New Business: FYI: MBA Assessment Plan. According to Chris Sonnenberg (CoB), “these are the same measurements already established, with the only changes being that all direct measures for the individual specializations are now collapsed under SLO 4.” *Approved*
- XI. New Business: 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. *The Chair mentioned that these were in the catalogue for Fall 2020 and would need to be reviewed and assessed if they were still being offered. The policy for assessing certificate programs is listed in the APAC manual at [www.fit.edu/apac](http://www.fit.edu/apac). The chair would like all of the assessment plans for the first meeting in August 2020 (approximately 15 August).*
- XII. Next Meetings: 15 April and as necessary in April or early May
- XIII. Action Items: *There were no action items.*