

**Minutes from the  
Academic Program Assessment Committee Meeting**  
April 15, 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, Lyn Werner, CJ Colley, Vanessa Edkins, Rian Mehta, Bill Shoaff, Amitabh Dutta, Chelsea Stripling

Absent: N/A

- I. Approval of 01 April 2020 meeting minutes. *Approved*
- 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](http://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.

*This brought up questions once again about dates and deadlines, and they will be discussed in fall 2020. APAC agreed to stick with the above dates for spring and given the situation surrounding COVID, that there might be some slippage. The Chair made clear that assessment needs to be completed in the spring to the best of our ability, and that SACS-COC would be coming out with a statement about assessment and assessment policies.*

- IV. Old Business: **Updates.** Covid-19 and Assessment Polices & 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!

*As much of this information was new, APAC members had very little to contribute, but they agreed to keep an eye out for possible changes brought about by the non-renewal of contracts and the possibility of denial of tenure.*

- 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.

*Responsible AAPC members would check with the respective certificate chairs to ensure what assessment would need to be completed. The Chair made clear that for SACS-COC reporting we need to move very quickly on these issues since they were supposed to have been assessed from the moment the certificates were introduced. This was an oversight by the previous two assessment directors and needed to be remedied by no later than October 2020. Certificate assessment is clearly stated as follows:*

***APAC P&P III.B.1.4***

*For all credit-bearing certificate programs, a minimum of one PLO will be used for assessment purposes, in the area of Discipline Specific Knowledge. The number of measures for assessing the PLO will be two, and at least one will be a direct measure.*

- 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.

*After some discussion by the committee, the Chair acknowledged that this was still an issue with some of the APAC members and it would be tabled for future discussion in fall 2020.*

- 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.

*The Chair acknowledged that given the sudden changes due to COVID and the pressure of annual assessment and the switch to the new WEAVE, that this was going to be delayed until fall. Given changes to the university organization chart was ongoing, and a new Provost had yet to be chosen, any policies and procedural changes would have to wait until upper administration had settled and roles for oversight have been clarified.*

- VIII. Next Meetings: As necessary in early May

- IX. Action Items
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