Minutes from the
Academic Program Assessment Committee Meeting
September 16, 2020, 12:00 p.m.-1:00 p.m.
Via Zoom Meeting

Attendance: Matthew Ruane (Chair), Munevver Subasi, Csaba Palotai, Mark Archambault, Chris Sonnenberg, Tolga Turgut, CJ Colley, Vanessa Edkins, Bill Rankin, Amitabh Dutta, Chelsea Stripling, Lisa Perdigao

Absent: Bill Shoaff

I. Approval of 19 August 2020 meeting minutes. (This will come in October, I am missing my notes from the last meeting).

II. New Business: Remember the deadline for Summer, and online Summer 1 & 2 data was **15 September 2020**. Also the need to complete annual analysis questions by 15 September as well.

    There was some discussion about the deadline dates and reinforcement of Dr. Carvalho's request that all assessment material needs to be input as soon as possible after collection. A new policy document will be coming from the Provost's Office on this subject sometime this fall.

    Note: All of this information should be placed in programs rolled forwards to the 2020-2021 cycle. The "how-to" document is on the APAC page. (www.fit.edu/apac)

III. New Business: WEAVE character limits for Findings. How to get around this limit.

    The easiest solution is make an entry into Findings as short as possible. For example, just simply state "For summer 2020, Outcome X was Met. See Analysis for additional detail). Assessment coordinators should use the Analysis section for longer and more detailed information for any findings that do not fit in Findings.

    The chair discovered these problems were widespread in a review of all COES programs for inconsistencies, missing information, and incomplete assessment matters. The chair asked that all of these issues be corrected before the end of Fall 2020, especially for any programs already rolled forward to the 2020-2021 assessment cycle. Dr. Subasi mentioned that many of the programs in Math will be adjusted as the entire Math Department's assessment is undergoing a new review and reevaluation.

IV. New Business: Proposal to update WEAVE program names. *Approved. Changes will be made as soon as possible to bring all WEAVE program names into a more consistent format with the 2020-2021 assessment cycle.*

V. Old Business: Existing assessment needing updates, including removal of indirect measures. Updates on assessment reviews by college. This needs to be approved by

APAC before the end of Fall 2020. Thus, it would be helpful if this material could be presented no later than the November meeting.

The chair made clear that these changes need to be completed this fall in time for the 2020 SACS-COC 5th Year Interim report. All final changes to this important report need to be completed no later than 1 December. Any missing or incomplete updates will be forward to the Provost's Office by early January 2021.

VI. Old 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:

ABA Analysis Certificate; ABA Analysis Assistant Certificate; Data Science Graduate Certificate; Energy System Graduate Certificate; Flight Test Engineering Certificate; Marketing Communication Graduate Certificate.

Several APAC members assured the chair that the remaining items would be coming before APAC no later than the November meeting. Several were expected to be submitted for approval by the October meeting.

See IAC Grad Certificate and the Acquisition and Contract Management assessment plans. The ACM was approved by email after the last meeting. The IAC plan was updated from the last meeting.

The committee voted to approve these changes without further comment.

Preliminary assessment measures for extant certificate programs should be presented to APAC no later than September 30 for discussion, review and approval in our October meeting.

VII. Next Meetings: Discussion if necessary.
October 14, November 11 (?) and Dec 2.
All will be held from noon to 1pm, via ZOOM.

VIII. Action Items *There were no action items.*