

**Program-level Assessment Committee (PAC)**  
**Meeting Agenda**  
**September 27, 2018**

**Meeting called to order:** by Chairperson Dr. Summer DeProw at 9:00 am

**Members present:** Dr. Summer DeProw, Ms. Shelly Gipson, Dr. David Harding, Dr. Gina Hogue, Dr. Chris Peters, Ms. Mary Elizabeth Spence, Mr. Chad Whatley, Dr. Paul Mixon, and Dr. Myleea Hill, Dr. Donald Kennedy, Dr. Stacy Walz, Ms. Nikesha Nesbitt, Dr. Karen Wheeler, Dr. Kimberley Davis,

**Members Absent:** Dr. Melodie Philhours, Mr. Kevin Downum

**Proxy:** None

**Guests:** None

- I. Welcome and Introductions –All members introduced themselves.
- II. April 24, 2018 meeting minutes – All committee members reviewed the minutes. Dr. Kennedy made a motion to approve the minutes and Dr. Mixon seconded. All in favor.
- III. Brief review of the PAC’s work last year – The committee discussed goals for the previous year that were completed. See slideshow for further details. We are out from under the cloud of bad assessment with HLC. Now we can look at doing assessment better.
- IV. Your responsibilities as a PAC member – Please see attached slide show. The assessment office and the faculty center have partnered to do some professional development to increase our knowledge for student learning assessment. Dr. Harding asked about the Assessment Fellows. Dr. DeProw explained that the fellows would be completing university wide assessment projects. Dr. Huss asked about the peer review instrument committee. Dr. DeProw explained that this committee helped improve the continuity of assessment in programs.
- V. What do you want to see improve or change in A-State Assessment? Most of these goals are going to stay the same, but we are in a new era and so we can look at different ideas for all of the committees.
- VI. The PAC goals and sub-committees – Dr. DeProw sent around a document to sign up for a subcommittee. Dr. Huss brought up that they might like to test their subject knowledge for biology against other peer institutions. He thinks they might want to look at the GRE subject knowledge exams. A committee member asked where we are on the exit survey. The AAC will be exploring the employee feedback survey, the Leaving the Den, and any commercial surveys we can find that we think would be helpful. A common theme we are hearing across meetings is that people are looking for information.
  - a. Do we think the culture on campus has changed a little bit? Dr. DeProw asked the committee if they felt that the culture on campus had changed in regards to assessment. Most found that new faculty are least resistant to assessment. We are starting to get assessment papers that are being published. Maybe if faculty could get a publication out of it they would be more vested in. On committee member

felt like the negativity has shifted to other things on campus, now that the HLC team has gone. I think assessment makes people outside of their comfort zone. There are all different levels of training on campus and some faculty members just may be apprehensive about how to actually do assessment. Dr. Hill asked what the percentage of chairs versus faculty members doing assessment was. Most assessment leaders are faculty, but there are a few chairs that are still doing all the assessment. Good assessment should be faculty lead and that way it spreads the work around and one person isn't doing it all. HLC assumes that it is a faculty driven process. Assessment has to be a totality view. It also is never going to be perfect the first time. Part of the improvement process is being a little messy. If you want to share something about how to improve communication across campus, please let us know.

- b. Learn@State – Meeting soon to discuss this year's program.
  - c. Grant – Meeting very soon to discuss the application.
  - d. Peer Review The committee discussed the feedback from last year. Some programs got their feedback and appreciated it and used it. Some people got it and didn't understand it. Some people ignored it all together. The committee felt like the feedback may have been received as criticism, and would like to find a way for it to be more constructive. One of the suggestions was a summative paragraph introducing the report and explaining some of the color coding. The assessment office would also need to be available to meet one on one with programs.
  - e. Professional Development – A new committee that will meet to discuss ideas about faculty professional development for assessment.
- VII. A-State Assessment Commission (AAC)
- a. Who will represent the PAC? – Melodie Philhours for nominated and Dr. Kennedy said that he would consider it if Dr. Philhours declines.

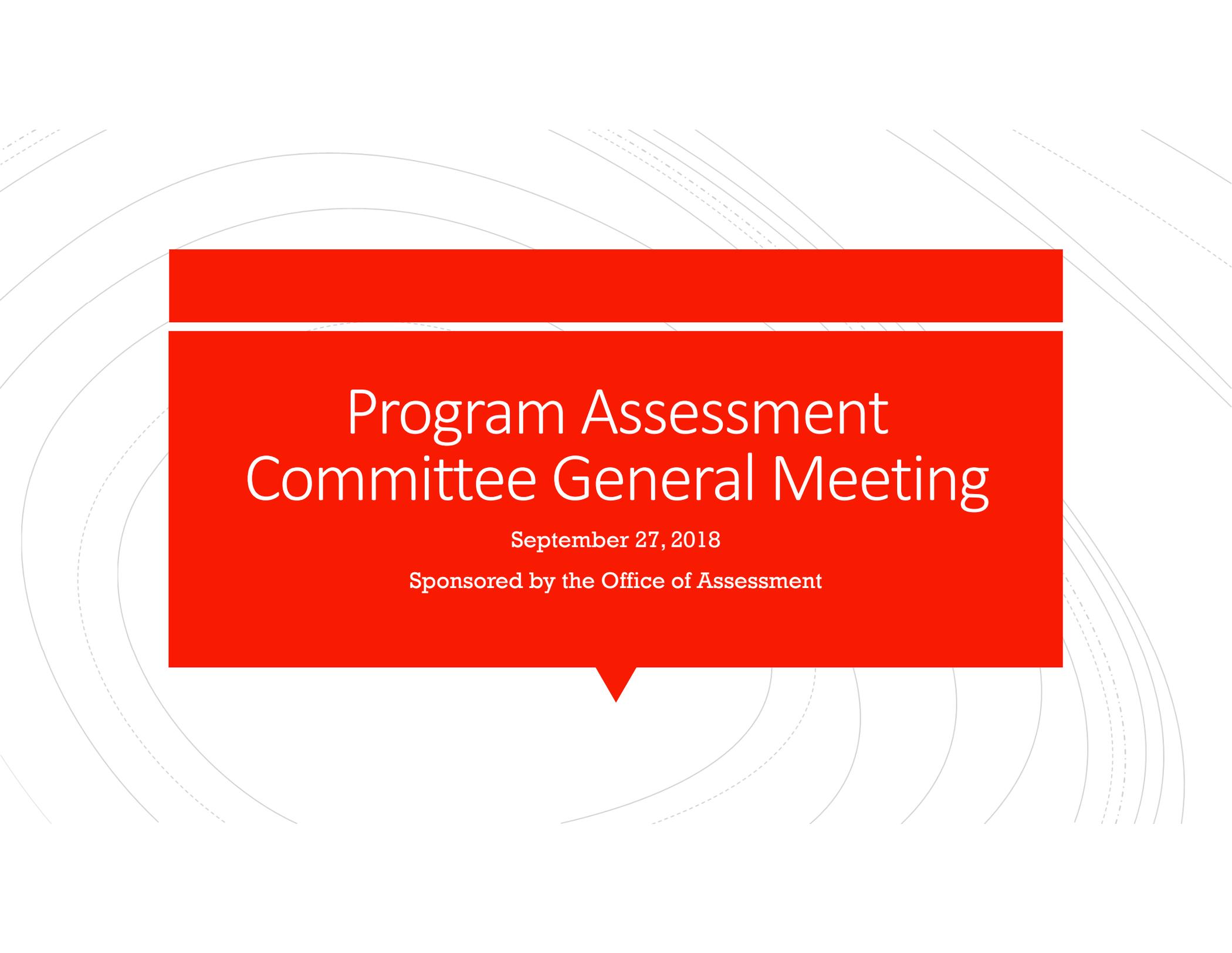
## **Important Dates**

### October 15, 2018:

- Complete 2017-18 action plans
- Provide 2016-17 Status report
- Check outcome rotation—are your programs going to assess all outcomes in four years beginning in 2015-16 through 2018-19?
- Update programs' curriculum maps
- Start collecting the 2018-19 data

### Future PAC meetings

- October 25, 2018
- November 29, 2018
- Sub-committee meetings will be in between PAC meetings



# Program Assessment Committee General Meeting

September 27, 2018

Sponsored by the Office of Assessment

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# April 24, 2018 Meeting Minutes

- Please read and approve if correct
- May we stop printing the minutes for future meetings?

## 2017-18 PAC Goals

- Increase Learn@State attendance and presentations by 10%
- Establish additional guidelines for the Assessment Investigation Grant
- Edit Peer-Review Instrument
- Establish a peer-review cycle
- Peer-review 2016-17 assessment reports
- Review and contribute to A-State Assessment Committee's handbook and ULO assessment process
- Prepare campus for HLC Site Team questions regarding student-learning assessment

## 2017-18 PAC Accomplishments

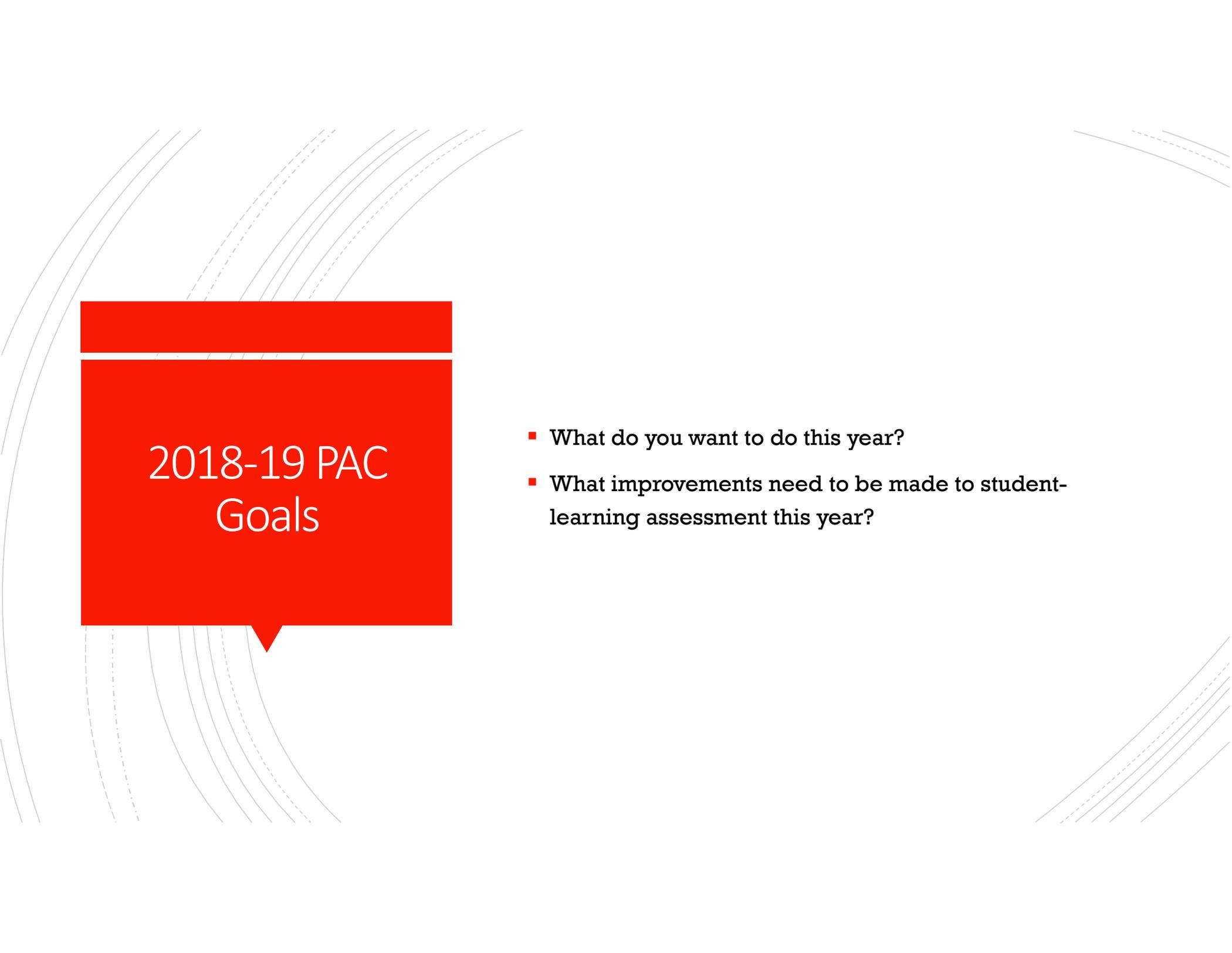
- **Successful HLC visit**
  - All five criteria were met
  - Excellent attendance at all meetings with team
- **Awarded \$12,172.70 in Assessment Investigation Grants**
  - Academic grants: 10
  - Co-curricular: 3
- **Organized Learn@State**
  - 90 attended, 25% increase from 16-17
  - Poster Only: 5
  - Poster and Oral: 10
  - Oral Presentations: 17
  - Total Presentations: 32, 10.3% increase from 16-17
- **Improved peer-review instrument and review cycle determined**
- **Assessment Manual approved through shared governance constituency groups and chancellor**

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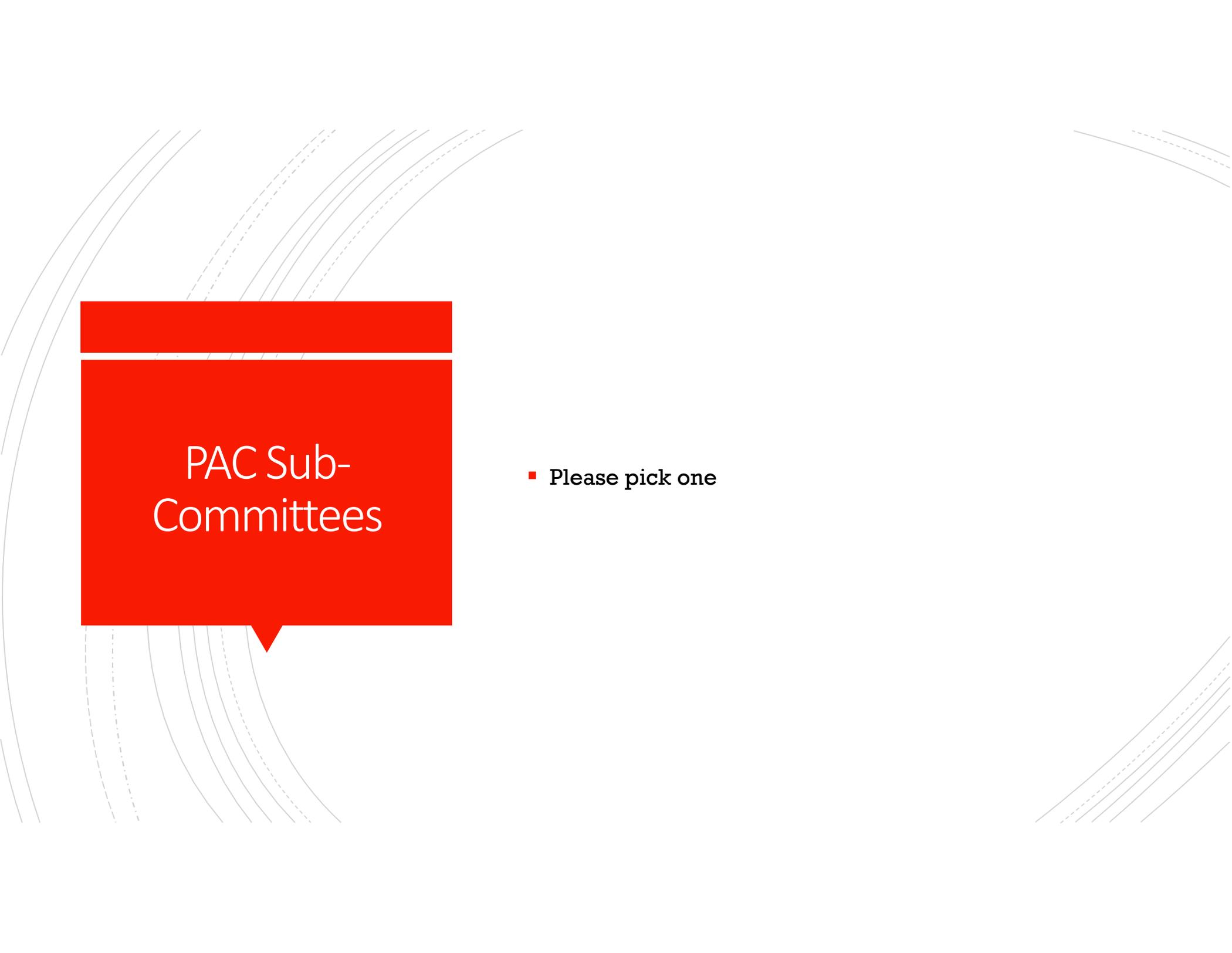
## Your Responsibilities as PAC Member

- Provide input on program-level assessment processes
- Communicate information to your College and/or Department regarding assessment deadlines and requirements
- Serve on one sub-committee: Grant, Learn@State, Peer-Review Instrument, or Professional Development
- Attend Learn@State
- Review assessment reports

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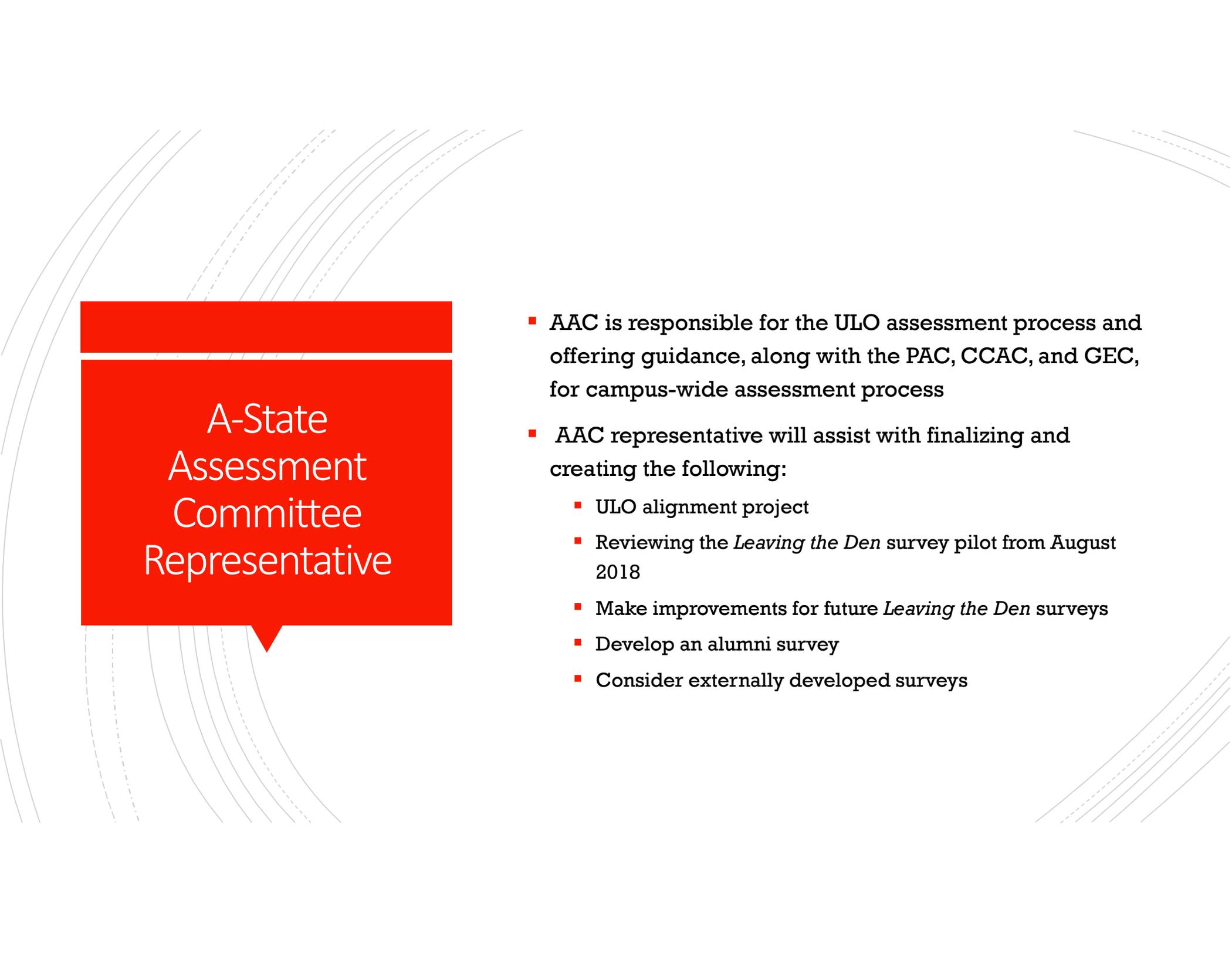
## 2018-19 PAC Goals

- What do you want to do this year?
- What improvements need to be made to student-learning assessment this year?

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## PAC Sub-Committees

- Please pick one

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## A-State Assessment Committee Representative

- AAC is responsible for the ULO assessment process and offering guidance, along with the PAC, CCAC, and GEC, for campus-wide assessment process
- AAC representative will assist with finalizing and creating the following:
  - ULO alignment project
  - Reviewing the *Leaving the Den* survey pilot from August 2018
  - Make improvements for future *Leaving the Den* surveys
  - Develop an alumni survey
  - Consider externally developed surveys