

Minutes of the Program-Level Assessment Committee (PAC)
November 27, 2017 3:30pm
Humanities and Social Sciences Room 2018

Meeting called to order: by Chairperson Dr. Summer DeProw

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

Members Absent: Dr. Karen Wheeler, Dr. Kimberley Davis, Dr. Bob Bennett

Proxy: Dr. Chris Peters for Dr. Kimberley Davis

Guests: None

Meeting Minutes: Meeting minutes from the October 30, 2017 meeting were reviewed by the members. Motion to approve by Mr. Chad Whatley. Seconded by Dr. Chris Peters. Minutes approved.

Handouts given:

Agenda

Previous Meeting Minutes

Higher Learning Commission Criteria for Accreditation

Arkansas State University Transitional Strategic Plan 2016-2018

Potential HLC Site Team Questions for Assessment Committees in March 2018

Handbook Changes:

No changes or revisions were commented on, nor suggested. Motion to send to Assessment Committee to start going through the shared governance process was approved.

Grant Sub-committee Report

Mr. Whatley reported that they looked at 5 applications. Of the five, four were approved for funding. They were thoroughly vetted and match the criteria set forth in the rubric. \$4086 dollars were awarded in total.

Book of Committees:

Assessment committees will be added to the book of assessment as soon as possible per Dr. McDaniels. There was discussion about the intent of the book and what stage the book stands at currently in terms of completion.

HLC:

Committee looked at how the office of Assessment fits into the current transitional strategic plan. See highlighted handout. There was discussion over Priority 6 being an issue. Priority 5 was highlighted because it is a ULO and must be assessed. The

assurance assessment was discussed in particular the way that HLC expects reporting to occur.

Ms. Shelly Gipson shared information about her HLC visit to Chicago and the process that they went through there. Dr. Deprow discussed the dates that HLC would be on site and the importance of the attendance of the committees during those times. Discussed the Federal Compliance Report which is now fifteen pages. The intent is to make institutions transparent, especially those that are not publically funded. This is routed through legal counsel.

After reviewing the potential HLC site team questions, the most appropriate questions for the committee will probably come from roman numeral I. The committee discussed answers to questions like best practices, peer reviews, Learn @ AState, the amount of data the university has collected, and the times that the university collects data. Committee discussed weaknesses like the lack of sharing data between committees and in departments and ways to improve the evidence of this, like uploading departmental meeting minutes.

The question was asked, “What should departments be looking at on the potential questions?” The answer was roman number 3, 4, and 5. Be able to answer with specific, clear, concise examples. The departments need to meet and discuss assessment data in December or January.

There should be an HLC agenda sent out sometime in early February.

Additional Assessment Tasks

Send “Potential HLC Site team Questions for Assessment Committees in March 2018” out to the PAC electronically so that they may share the information within their departments.

If a department needs Assessment to come to the department assessment meetings, please just call the assessment office at x2989.

Upload department meeting minutes to Taskstream to demonstrate sharing of outcomes assessment information internally.

Next Meeting, December 11, 2017, only as needed.

Meeting adjourned at 4:35 p.m.

Respectfully Submitted by Elizabeth Wakefield