

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

**Meeting called to order:** by Chairperson Dr. Summer DeProw at 2:01 pm

**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, Dr. Myleea Hill and Dr. Bob Bennett

**Members Absent:** Dr. Donald Kennedy, Ms. Nikesha Nesbitt, Dr. Melodie Philhours, Dr. Stacy Walz, Dr. Karen Wheeler, and Dr. Kimberley Davis

**Proxy:** Mr. Daniel Parker for Kimberley Davis

**Guests:** None

- I. January 20, 2018 meeting minutes – Motioned by Shelley Gipson and seconded by Dr. Paul Mixon; All approved except for the attendance for Dr. Myleea Hill. This was corrected.
- II. FYI: Important dates below – See Power point. When it says something is due it means that it should be submitted to TaskStream, except for General Education which has a form that must be completed.
- III. FYI: A-State Assessment Handbook SGOC Status – The manual is in SGOC process and we hope to have a final vote on it soon.
- IV. HLC Exit Meeting – Shelley Gipson said congratulations and a job well done by all committees.
  - a. Strengths and Opportunities –
    - i. Well versed mission; external constituency; shared governance process; consistency of education across modalities; assessment consistency; student research like Create@State; student learning assessment growth; and stable financial resources.
  - b. Improvement –
    - i. Reconsider our identity; strategic planning; policy reviews for budgeting and strategic planning; assessment that ties into strategic planning; a strategic review of enrollment mix; and aligning our expectations with the system expectation.
  - c. Thank you –We are thinking that the game plan will be a report or a visit at the half way point which is two years.
- V. ULO Alignment Project Report – Mary Elizabeth explained the process of collecting the Program Level Outcomes aligned to the University Level Outcomes and explained that we have only done the undergraduate academic programs. We have received back 79 programs and there were 475 program outcomes aligned. The top two charts are by college by PLO and the bottom two charts are by college by program. There were programs that read this for context and programs that read it for concepts. There are a few programs that we would like to reevaluate. The office of Assessment is currently working on the general education outcomes and co-curricular

outcomes. This information will go back to the AAC committee to see what steps they would like to take next.

- VI. Grant Committee Report – Chad Whatley – Dr.’s Harding, Davis, and Bennett– The fall was a little slow, but the spring went well. We exceeded the total amount allotted and we had both co-curricular and academic investigations. The co-curricular were great this Learn @ State. Dr. Harding helped vet our rubric and we actually needed to use it this year as we had several people apply for the grant.
- VII. Learn@State Committee Report – Dr. Deprow - We are sending a survey out to find ways to improve the event. There were a couple of people who did not receive the email, so we are checking to make sure it has been received. It will be an anonymous survey for the Office of Assessment.
- VIII. Peer-Review Committee Report – We thought about putting this away for a year, but HLC asked for this specifically so we jumped back on it.
  - a. Rotation schedule – We feel like we are overworking the committee, and so we have changed it to a rotation so that each program isn’t looked at each year. This would give everyone two reviews before the next HLC visit.
  - b. Peer-review assignments – The dates are when we are doing it, not what academic year we are reviewing. When should we be doing this? April of this year.
  - c. Peer-review instrument – We have upgraded the rubric to be most inclusive and descriptive. There were a few grammatical errors found on the screen. We will be sending the edited version out via email to get comments and finalize.
- IX. Open discussion
  - a. 2018-19 Assessment Office Goals and Objectives
  - b. Summer workshops
    - i. Qualtrics – There was a lot of discussion on Qualtrics, what it is, and how it is used. There seems to be a lot of interest in the committee for a workshop over Qualtrics. We discussed the several ways in which it may be used. For basic indirect measures (i.e. student opinion; engagement; and/or satisfaction surveys) this is a good tool, but it can be used for other things as well.
    - ii. Taskstream – This is a good chance to get some dedicated time in taskstream, and have some time to ask questions for further reporting purposes.
    - iii. Assessment leadership – What are they responsible for and how can they do those things more efficiently?
    - iv. Shelley asked on a workshop for the ULO project, and a question about co-curricular assessment was also asked.
  - c. Campus criticism of student-learning assessment in Transparency Tuesday emails and other publications – Dr. DeProw asked the committee if they would like to have a discussion with those who have been critical of assessment. Should these people be consulted for their information? Most of the committee didn’t see a way that the committee could one on one effectively communicate by inviting them to a committee meeting. Some thought that it could be beneficial to see their point of view in terms of a scholarly disagreement. One of the criticisms is that either they don’t want to do it at all, or the way it is being done. As a committee are we may be biased on doing assessment. Some members thought an

open meeting might be the best way to engage, but other thought that it might have drawback as well. A survey on assessment was discussed, but nothing definitive was decided.

**Meeting was adjourned at 3:15 pm - EW**

### **Important Dates**

#### Assessment Reporting Dates

- 2017-18 Assessment Findings (Data) due June 15, 2018
- 2017-18 Assessment Analysis and Action Plans due October 15, 2018
- All General Education Social Science courses assessment reports are due October 2, 2018