

**Minutes of the Program-Level Assessment Committee (PAC)**  
**September 23, 2016, 9:00am**  
**Humanities and Social Sciences Room 3035**

**Meeting called to order:** by Chairperson Dr. Summer DeProw

**Members present:** Dr. Kim Davis, Dr. Summer DeProw, Dr. Lillie Fears, Dr. Shelley Gipson, Dr. Anne Grippo, Dr. Gina Hogue, Dr. Donald Kennedy, Dr. Nikesha Nesbit, Dr. Chris Peters, Dr. Topeka Small, Dr. Deborah Chappel Traylor, Dr. Stacy Walz, Mr. Chad Whatley, and Dr. Karen Wheeler

**Members Absent:** Dr. Paul Mixon and Dr. Melodie Philhours

**Welcome and refreshments. Each attendee introduced themselves and the area they represent.**

**Brief review of the LOAC and its work from last year.**

Dr. DeProw explained the evolution from the LOAC to a new structure consisting of the Program-Level Assessment Committee (PAC), the Co-Curricular Assessment Committee (CCAC), and the A-State Assessment Commission (AAC).

**Responsibilities of PAC members**

PAC members' responsibilities are to represent their departments. They are to take information from PAC meetings to their departments and to get their thoughts and bring back to the PAC.

**PAC Subcommittees**

There are 4 subcommittees of the PAC, unlike the LOAC's 5 subcommittees. They are:

- a. Learn@State Committee
- b. Professor-of-the-Month
- c. Grant
- d. Peer Review

A brief description of each committee was given by Dr. DeProw.

Sign-up sheet was passed around for members to select their subcommittee for 2016-17.

**A-State Assessment Commission (AAC)**

AAC is made up of representatives from campus student learning constituency groups. PAC will need to choose a representative to serve on the AAC. Dr. DeProw asked for volunteers/suggestions. The members nominated Dr. Melodie Philhours and it was seconded. Dr. Philhours was unable to attend this meeting due to a previous commitment, but she will be asked if she will serve on the AAC.

**Open Discussion**

How do we make Student Learning Assessment part of A-State fabric?

Assessment Cycle Discussion:

- Can the cycle be based on the number outcomes, such as 11 outcomes over 10 years?
- Student data by cohort need to be covered during a cycle so a 10 year cycle would be too long.
- Some members said their department collects all data each cycle but only reports on 1 outcome each cycle. All the data is available for future needs.
- Dr. Wheeler recommended every 3-4 years per cycle and no more than 4 years out. There is room for flexibility. Based on HLC consultants' recommendations, cycles should be completed in about 4 years to cover the student cohorts and for continuous improvement of programs.

- Dr. DeProw asked the members if their areas can adapt to a 3-4 year cycle.
- Several members answered the question with “yes”.
- Dr. Traylor mentioned some programs have too many outcomes to assess in the timeline but said that they can adapt to that cycle.

#### Annual Assessment Report Deadlines Discussion:

- Suggestions were made as previously discussed by members that the timing of an end-of-Spring (June 1, for example) report deadline is not ideal since data is being gathered and most faculty will be leaving for the Summer break and not available to review the data and make decisions based on the data. (Action Plan)
- Group suggested and discussed having two different deadlines. One deadline could be for the *data* to be reported, perhaps around June 15<sup>th</sup> since more faculty would be available due to the Summer Session being started by that time. Another deadline, for the *Action Plan*, could be in early fall, around early to mid-October. This would give time for faculty to review data, come together, discuss and decide on an Action Plan. This would help assessment by not leaving it to 1 person in the program/department and faculty would “own it”.
- This cycle was supported by saying faculty always need to analyze data, not just the department chairs when faculty are gone between semesters or for the summer.
- Some programs have to report to specialized accreditors on a 3 year cycle so this should work well for them.
- More support was given for splitting of deadlines since it would work well for departments who have early fall retreats and can discuss and decide.
- One issue in the fall is the fact that some faculty may have their syllabi completed and may be too late to make changes.
- Some survey results and other data take time to analyze and there is time pressure to get it together. Can we have individual deadlines as long as they are once a year?
- All programs are different, the amount of flexibility to be determined based on what HLC might think about it. Discussion of that to come.

#### Benchmark Discussion:

- Some feel a benchmark can be a shot in the dark and kills assessment.
- Benchmark can be goal-oriented such as look at data and say we want it to be better.
- Some areas have no field exam to have a good benchmark determination.
- Can they come up with a “target” specific to them, not a number like 80%, but something else meaningful?
- Ideally faculty should get together and determine benchmarks. Leave it to faculty.

The next PAC meeting will be October 21, 2016. October and November Professors of the Month to be honored at the October meeting.

Important Date: December 15<sup>th</sup>- Assessment Plans due for any remaining learning outcomes which have not been submitted.

Reminder: Faculty Center Fall Workshops- UCC and Graduate Council Proposal Forms, Indirect Student-Learning Assessment (surveys) and Data Analysis.

**Meeting adjourned at 10:00am.**