

Minutes of the Program-Level Assessment Committee (PAC)
September 25, 2017 4:00pm
Humanities and Social Sciences Room 2018

Meeting called to order: by Chairperson Dr. Summer DeProw

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

Members Absent: Dr. Karen Wheeler

Proxy: None

Guests: None

Welcome: Members introduced themselves and told the area they represent.

Meeting Minutes: Meeting minutes from the May 5, 2017 meeting were reviewed by the members. Motion to approve by Shelley Gipson. Seconded by Dr. Kennedy. Minutes approved.

Brief review of PAC's work from last year – Accomplishments:

Awarded over \$9,000 in Assessment Investigation Grants
Organized Learn@State,. Attendance – 72; Presenters- 29.
Peer-reviewed 138 assessment plans and 120 assessment reports
Honored 9 Professors-of-the-Month

Review of Responsibilities of the PAC members

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
Attend Learn@State
Review assessment reports
Assist with preparing your College and/or Department for the HLC Site Team Visit
Make yourself available March 5-8 for the HLC Site Team Visit

Goals for 2017-18

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
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

PAC Sub-committees

Members selected a sub-committee on which to serve for 2017-18.

AAC Representative

Dr. Mixon and Dr. Philhours agreed to serve again 2017-18.

Campus Peer Review Summaries – Discussion and Recommendations

Discussion of Peer Review process and benefits. Communication is important. It is constructive criticism. Discussion of Benchmarks. Not required by HLC, but must articulate goals and measures of success. Show improvement.

Discussion of the rubric for peer review. Dr. Davis prefers to use “Target” rather than “Good”.

HLC March 2018 Site Visit Preparation

How to prepare? Check with your areas. Can we do mock visit?

Next Meeting, October 30th

Can we change future meeting times to 3:30 instead of 4:00pm? Yes.

November 27 meeting. Dec. 11 meeting, only if needed.

Sub-committees will begin meeting at various times.

Meeting adjourned 4:52pm

JM