

**Program-level Assessment Committee (PAC)**  
**Meeting Minutes**  
**September 8, 2021**

Members Present: Melodie Philhours, Stacy Walz, Marika Kyriakos, Martin Huss, David Harding, Shelley Gipson, Nikesha Nesbitt, Jessica Curtis, María Montserrat Juárez, Andre Possani, Addie Fleming, Jason Stewart, Kimberley Davis, Kevin Humphrey, Dinah Tetteh

Guests: Ruth Owens

- I. Welcome and Introductions - Melodie Philhours opened the meeting and welcomed the members.
- II. April 14, 2021 meeting minutes - Jessica Curtis moved to approve the minutes. Shelley Gipson seconded. All approved.
- III. ACUE Information - Ruth Owens presented information about ACUE professional development opportunities and answered questions.
- IV. Mary Elizabeth Spence introduced Karen Wheeler as the interim director of the Assessment Office during the search Summer DeProw's replacement.
- V. Brief review of PAC's work in 2020-2021 – Mary Elizabeth Spence presented an overview of PAC accomplishments in the last academic year, including grant funding and Learn@State presentations and attendance.
- VI. 2021-2022 Goals
  - a. Leadership Questionnaire – Mary Elizabeth Spence gave an update on the survey creation progress.
  - b. Syllabi Review – Mary Elizabeth Spence asked the committee if syllabi reviews were valuable to their departments. The committee agreed to continue syllabi reviews this fall. There was discussion over a review of policy for required language in the syllabus. Discussion was also held over strategies to get students to engage with the syllabus, and a possible request for professional development from the Center for Teaching and Learning.
  - c. Peer Review – The committee agreed that peer review of assessment reporting was a valuable process and would continue this academic year after a hiatus due to the pandemic.
  - d. Learn@State – The committee agreed to hold Learn@State in a hybrid format in spring 2022 and ensure that the meetings were recorded.
- VII. PAC Sub-Committees – Mary Elizabeth Spence provided a link to a spreadsheet for members to sign up for sub-committee assignments.
- VIII. A-State Assessment Commission (AAC) – Mary Elizabeth Spence asked the committee for representatives to the AAC.

**Important Dates**

Assessment Reporting—October 15, 2019:

- 2020-21 Action Plans are due October 15, 2021
- 2019-20 Status Reports are due October 15, 2021

Learn@State

- TBA

Grant Applications

- October 5, 2021
- January 28, 2022