

**Minutes of the Program-Level Assessment Committee (PAC)**  
**October 30, 2017 3:30pm**  
**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, 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

**Members Absent:** Ms. Shelly Gipson, Dr. Myleea Hill, Dr. Paul Mixon, Dr. Karen Wheeler

**Proxy:** None

**Guests:** None

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

**Meeting Minutes:** Meeting minutes from the September 25, 2017 meeting were reviewed by the members. Motion to approve by Dr. Harding. Seconded by Dr. Davis. Minutes approved.

## **HLC**

Assurance Argument draft due December 19 – Assurance Argument to prove criterion met for 5 Core Components of Standard Pathway

Final Assurance Argument due February 1

Site team visit March 5-8

## **Deadlines that were not met**

Taskstream deadline of October 15, 2017 for annual reporting was not met. Majority of programs lacking 2015-2016 Status Reports and 2016-2017 Action Plans at this time.

## **Grant sub-committee report**

Mr. Watley reported committee met October 9<sup>th</sup>, and upped the deadline for applications to November 10<sup>th</sup>.

The application was not changed, but rubric was updated by committee using CSU-Ohio rubric as a template.

Committee discussed repeat applicants seeking permanent funding from other means for Assessment projects.

## **Peer review sub-committee report**

Dr. Waltz reported that there were minor modifications to rubric for plan, findings, etc. due to issues with Good vs. Developing.

Keep 4 level rubric, but currently wordsmithing for clarification.

## **AAC Update and questions**

Dr. Philhours update on Assessment Handbook, edits made by Dr. DeProw and Dr. Airek Beauchamp.

Should the Handbook go through Shared Governance (as an FYI for transparency or vote)? Or is it ready to publish?

Motion by Dr. Harding to vote after review by committee, seconded by Dr. Kennedy.

Committee will decide next steps after reading. Approved by committee.

### **HLC Peer Corps Training**

Evidence needed can no longer be general

Retention/persistence, strategic planning, budget are focus areas.

Questions to consider: Is our process deliberately loose? Does our assessment process yield quality data?

Taskstream has necessary components, but programs have to document parts of this process.

Questions requested by committee to provide to faculty for HLC visit.

### **Lingering Assessment Tasks**

Complete Action Plans for 2016-2017

Complete Status Reports for 2015-2016

New Programs need Assessment Plan December 15, 2017

**Next Meeting, November 27, 2017**

**Meeting adjourned**

MES