

**Program-level Assessment Committee (PAC)**  
**Meeting Agenda**  
**April 24, 2018**

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

**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, and Dr. Myleea Hill, Dr. Donald Kennedy, Dr. Stacy Walz,

**Members Absent:** Ms. Nikesha Nesbitt, Dr. Melodie Philhours, Dr. Karen Wheeler, Dr. Kimberley Davis, and Dr. Bob Bennett

**Proxy:** None

**Guests:** None

- I. March 27, 2018 meeting minutes – Motion by: Paul Mixon. Second by: Harding. All Approved except top of page two grant committee report where the Dr. should be changed to Dr.'s. This was changed.
- II. FYI: Important dates below – Please dates below.
- III. FYI: A-State Assessment Handbook SGOC Status – According to Angela McDaniels, SGOC Chair, the handbook/manual has been approved by the Chairs, Deans, Faculty and Staff Senate. It is now headed to the Chancellor's office for approval.
- IV. Summer Workshops
  - a. Qualtrics –This will be held for four days starting with the very basics and ending with a session on beyond the basics with Dr. Chris Peters.
  - b. Assessment Leadership – The assessment office will discuss the basics of assessment including, language, taskstream, data, and communications. Both workshop will provide pay at the rate of \$25 an hour to off contract faculty while funds are available.
- V. Learn@State Committee Report:
  - a. Dr. Christopher Peters presented a powerpoint and handout about the survey results from the Learn @ State satisfaction survey. Overall most of the scores were above average on a scale of 1-7. Dr. Peters noted that everyone seemed overall happy with the time of day, the number of presentations, the length of the presentations, and the quality of the presentations. The survey participants seemed to be very happy with the venue. Most survey participants stated that they would not mind their presentations posted on a Learn @ State Website.
  - b. What else can we do with Learn @ state this year? We need to manage the volume of presentations that we have with the time we have allotted. We may need to add in a break between oral presentations for people to ask questions and mingle. We should try to get a larger number of viewers to come and maybe we can do that by live streaming the event. We may need to have a rubric to choose which presentations should get to present if our presentation number gets too large.
- VI. Peer-Review Committee Report
  - a. Revised rotation schedule – Dr. DeProw made an executive decision not to do peer reviews this year due to the HLC visit and the timing of the reviews. This

will give a chance for the new rubric to be implemented and fully communicated to all assessment leaders. The committee discussed if the rubric was ready to be distributed. Dr. Peters brought up an issue raised by his constituents about peer reviewing and the rubric not going through shared governance. He mentioned that some of the faculty felt that this committee was evaluating them for punitive purposes. The committee answered by saying we do not intend any of these guidelines to be punitive. They are best practices and we assume all criticism will be constructive. The committee discussed phrasing this as feedback on assessment and discussed that the feedback was only given from the assessment office to chairs, deans, and assessment leaders. The committee then decided to vote on putting the rubric into practice. It was motioned by Dr. Harding, and seconded by Ms. Gipson. All were in favor.

VII. Student Exit Survey – The committee looked at version 4 of the student exit survey. The responses are below:

1.1	The committee thought this question was too broad. They discussed splitting it into additional questions, but determined that it would make the survey too long. We discussed different ways of setting this up in Qualtrics.
2.1	A member of the committee did not like use of the word “Effectiveness.” They thought it might be better to use the word satisfaction because students cannot really judge effectiveness.
2.2	The committee was surprised that this question lumped together faculty, staff, and peers.

The committee then discussed the population size and return rate for this. They also discussed who will have access to this data. The committee thought in general that it might be too long.

- VIII. Open discussion – The committee dismissed before this agenda item had a chance to be discussed.
- a. 2018-19 Assessment Office Goals and Objectives
  - b. Campus criticism of student-learning assessment in Transparency Tuesday emails and other publications
  - c. Invitation for feedback

## **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