

**Program-level Assessment Committee (PAC)**  
**Meeting Minutes**  
**May 5, 2021**

Members Present: Martin Huss, Kevin Humphrey, Kimberley Davis, Jessica Curtis, David Harding, John Williams, Shelley Gipson, Addie Fleming, Melodie Philhours, Jason Stewart, Dinah Tetteh, Marika Kyriakos, Stacy Walz

- I. Welcome – Summer Deprow welcomed everyone and opened the meeting.
- II. April 14, 2021 meeting minutes – Jason Stewart moved to approve. Shelley Gipson seconded. All approved.
- III. Assessment Leader Survey – Summer DeProw and Mary Elizabeth Spence shared the latest draft of the Assessment Leader Survey as well as comments from Assessment Fellow, Wayne Wilkinson. The committee discussed the survey and made suggestions for alterations. The committee also discussed piloting the survey before deployment.
- IV. Summer Workshop Series – Summer DeProw shared ideas for assessment office hours and workshops and opened the floor to further workshop and professional development suggestions.

**Important Dates**

Annual Assessment Reporting Due Dates:

- 2020-21 Assessment Plan is due by June 15, 2021
- 2020-21 Assessment Findings (Data) is due by June 15, 2021
- 2020-21 Action Plans are due October 15, 2021
- 2019-20 Status Reports are due October 15, 2021