Meeting called to order: by Chairperson Dr. Summer DeProw at 9:00 am

Members present: Dr. Summer DeProw, Ms. Shelly Gipson, Dr. David Harding, Dr. Chris Peters, Ms. Mary Elizabeth Spence, Mr. Chad Whatley, Dr. Paul Mixon, and Dr. Myleea Hill, Dr. Kimberley Davis, Dr. Melodie Philhours, Mr. Kevin Downum, Dr. Martin Huss, Dr. Stacy Walz, Addie Fleming, Ms. Nikesha Nesbitt, Ms. Elizabeth Wakefield
Members Absent: Dr. Donald Kennedy, Dr. Gina Hogue
Proxy: None
Guests: None

This meeting was mostly subcommittee reports and informational. The attached PowerPoint provides detailed information for each committee.

I. October 25, 2018 meeting minutes – Dr. Waltz motioned that we approve minutes and Ms. Fleming seconded. All approved.
II. Sub-committee reports
  a. Peer review—Mary Elizabeth Spence – See attached PowerPoint.
    i. Number of report submissions in 2017-18 –
    ii. Peer-review assignments –
    iii. Quick walk through of Taskstream
  b. Grant-Chad Whatley – See attached PowerPoint.
    i. Accepted proposals and grant amounts
    ii. Pending proposals and rationale
    iii. Overall impression of proposal sophistication
  c. Learn @State-
    i. No report for now other than the deadlines below
  d. Professional Development—Kevin Downum & Summer DeProw
    i. Committee's ideas –
    ii. Days and times for spring 2019 workshops—The committee discussed what the best dates and times would be for holding professional development, and most concur that holding it either mid-May, mid-August, or before classes start in January would be the best options.
    iii. Summer workshops—The committee made a list of professional development opportunities that could be good ideas for both individual faculty and groups of faculty. See attached PowerPoint for bulleted points.
    iv. RFP for groups of faculty to work on a project in the summer with the Faculty Center and Assessment Office— Dr. DeProw asked the committee if this would be a good idea. The committee discussed how much incentive would be needed to get faculty members to attend a workshop in the summer. Dr. Peters felt like it might have to be a department or program wide decision.

  e. AAC report—Melodie Philhours and Elizabeth Wakefield
    i. *Leaving the Den* survey changes (summary) – The AAC committee changed the wording in 9 questions and split question 1.4 into two questions. The committee also discussed marketing for the survey to increase the return rate.
    ii. *Leaving the Den* survey deployment – The fall 2018 survey will be deployed today at 3:00 pm. There will be 4 reminder emails sent out to the students that do not respond. We hope to increase the return rate from the pilot this summer. We also plan to market via social media, the A-State App, and a post card in the graduation cap and gown pickup packets.

III. Syllabi Review
  a. Group of Colleges reviewed and the summary of the results –
  b. Are syllabi the root problem or is it a lack of conversation about curriculum design and mapping? Shelley gives her faculty their PLO's by course from the curriculum map in a PDF format. Dr. Huss thinks that it may not be an act of noncompliance, but just confusion on what should be on the syllabi.
  c. How to communicate this information to faculty and chairs?

Important Dates

Grant
- Fall deadline October 31, 2018
- Spring deadline is February 8, 2019

Learn@State
- Proposal deadline is February 22, 2019
- Event is March 13, 2019

October 15, 2018:
- Complete 2017-18 action plans
- Provide 2016-17 Status report
- Check outcome rotation—Are your programs going to assess all outcomes in four years beginning in 2015-16 through 2018-19?
- Update programs' curriculum maps
- Start collecting the 2018-19 data

Future PAC meetings
- Sub-committee meetings will be in between PAC meetings

Program Assessment Committee General Meeting

November 29, 2018

Sponsored by the Office of Assessment

October 25, 2018 Meeting Minutes

- Please read and approve if correct

Peer Review Committee
Mary Elizabeth Spence

- Annual Reporting Numbers

- Please see "2017-18 Annual Assessment Reporting Cycle Overview" handout

Peer Review Committee Mary Elizabeth Spence

- Peer Review Assignments

- Please see "Sub-Committees with Peer Review Assignments 2018-19" handout

Peer Review Committee
Mary Elizabeth Spence

- Quick Taskstream Walkthrough

- Sub-Committees will meet and score as a group

- Differences in scores will be reconciled during the meeting for consensus

- Mary Elizabeth and Summer will keep the groups as consistent as possible with scoring

- Will this work for you?

- Do you want access before the sub-committee meets to read the reports?

Grant Committee
Chad Whatley

- Funds requested: $7,785.34
  - 5 Program-level applications
  - 2 Co-curricular applications

- Funds granted: $4,549.50

- Pending applications: $2700.00
  - Methodology needed improvement

- Total funds granted: $7,249.50

- Overall impression: Increased sophistication and application was more informative

- Spring deadline: February 8, 2019

Learn@Astate

- No report today

Professional Development Committee Kevin Downum

- Many ideas for workshops and RFPs
  - Creating a good syllabus
  - Qualitative research techniques
  - Capstone course development
  - Excel
  - Qualtrics
  - Survey question writing
  - Assessment statistics and design
  - Closing the loop workshops for groups of department faculty
  - Curriculum alignment
  - Self-study report writing
  - Any other ideas?
- Spring 2019: Best days and times?
- Summer 2019: Best month?
- RFP for groups of faculty: Would this work?

**AAC Update
Melodie Philhours
& Elizabeth
Wakefield**

- Summary of AAC meeting on November 13, 2018

- December graduation numbers
  - On-campus undergraduates=709
  - On-line undergraduates=91
  - On-campus graduates=141
  - On-line graduates=702

- *Leaving the Den* deployment schedule
  - November 28: Send first email
  - November 30: Send first reminder early morning
  - December 4: Send second reminder in late evening
  - December 10: Send third reminder at noon
  - December 14: Send final reminder early morning
  - December 19: Survey closes

Syllabi Review

- Syllabi follow the same schedule as the peer-review process
  - C of SM
  - C of LAC
  - C of EDBS
  - Programs in Agriculture (now the C of A)

Syllabi Review

- The summary results

- See "Fall 2018 Syllabi Review" handout

- Are syllabi the problem or the symptom?

- How do we constructively communicate this to deans, chairs, and faculty?