

**Program-level Assessment Committee (PAC)
November 21, 2019 Meeting Minutes**

Attended by: Paul Mixon, Melodie Philhours, Summer DeProw, Mary Elizabeth Spence, Shelley Gipson, Marika Kyriakos, Stacy Walz, Kevin Hennings, Addie Fleming, Donald Kennedy, Manu Bhandari

- I. October 24, 2019 meeting minutes – Shelley Gipson moved to approve. Paul Mixon seconded. All approved.
- II. Subcommittee reports
 - a. Peer review – Mary Elizabeth Spence and Shelley Gipson presented proposed revisions to the Peer Review Rubrics.
 - i. Proposed changes included the addition of a “Not Applicable” column to the Assessment Findings Rubric, changes in the wording of the “Plans of Action” row of the Action Plan Rubric, and revisions to the “Faculty Involvement” row of the Action Plan Rubric.
 - ii. After discussion, the committee recommended changing version four of the revised “Faculty Involvement” row with to remove the phrase “descriptions of assessment structures” and adding the word “outlining” before the phrase “critical mass of faculty participation.” The committee also requested that extra periods be removed from the rubric.
 - iii. Stacy Walz moved to approve the revised rubric. Addie Fleming seconded. All approved.
 - b. Grant – Kevin Hennings informed the committee that the pending applicants had not yet returned a revised application and that a few recipients had not yet reached out to claim their funds
 - c. Learn@State – Summer DeProw updated the committee on the progress of Learn@State preparations, including the selection of Saundra McGuire as keynote speaker, and the change of venue to the Student Union.
- III. Strategic planning discussion – Summer DeProw opened the floor for comments or questions regarding the strategic planning process.

Important Dates

Assessment Reporting—October 15, 2019:

- Complete 2018-19 action plans
- Provide 2017-18 Status report
- Check outcome rotation—Did your programs assess all outcomes within four years beginning 2015-16 through 2018-19? If yes, great—Start cycle over again. If no, assess outcomes that have not been addressed in the last four years.
- Update programs’ curriculum maps
- Start collecting the 2019-20 data

Learn@State

- Abstracts due February 10, 2020
- March 4, 2020

Grant Applications

- October 4, 2019
- January 31, 2020