**Program-level Assessment Committee (PAC)**

**Meeting Minutes**

**October 25, 2018**

**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. Gina Hogue, Dr. Chris Peters, Ms. Mary Elizabeth Spence, Mr. Chad Whatley, Dr. Paul Mixon, and Dr. Myleea Hill, Dr. Donald Kennedy, Dr. Kimberley Davis, Dr. Melodie Philhours, Mr. Kevin Downum, Dr. Martin Huss

**Members Absent:** Dr. Stacy Walz, Addie Fleming, Ms. Nikesha Nesbitt, Ms. Elizabeth Wakefield

**Proxy:** None

**Guests:** None

1. September 27, 2018 meeting minutes – Dr. Martin Huss missing from attendee list on minutes. Dr. Mixon motioned that we approve minutes with the change, and Dr. Harding seconded. All approved.
2. The PAC goals for 2018-19
   1. Dr. DeProw pointed out the important deadlines on the agenda including taskstream reporting and grant deadlines.
   2. Dr. DeProw asked if there were any additional goals that the PAC committee would like complete this year. The committee decided that what they have now with Learn@State, Grant, and Professional Development are enough for the year.
3. Sub-committee reports
   1. Peer review – Has not met at this time.
   2. Grant - Chad Whatley reported that the committee met. They talked about how to conduct the application and selection process, and the different areas that this grant could encompass. There was also a discussion of how faculty might sustain their work after the grant. The new application was put into place and the deadline is October 31st for the fall semester. The committee then examples of grants funded in the past.
   3. Learn @State – Dr. Myleea Hill reported that the group met and set the deadline for the year. The deadline to submit a proposal is February 22, 2019 and the event will be held at the Fowler Center on March 13th, 2019. The committee decided that they would like to have more discussion at the event and would like to break the event into sections to facilitate that. Also, the committee chose to not have a keynote this year. The committee discussed live-streaming the event, and Kevin reported that the livestreaming feature would need some troubleshooting beforehand to be successful. Dr. Harding added that an assessment fellow or student could assist with social media for the event.
   4. Professional Development – Shelley Gipson reports that the committee discussed Qualtrics training, and excel training. They also discussed Survey Question Writing, Assessment and Research Design, Closing the Loop and Self-Study writing for Accreditation and Program Review. Dr. Kennedy inquired about others who run a capstone course because Agriculture is working to build capstone courses currently. Dr. Mixon and Dr. Harding have capstone courses and would be willing to share their knowledge. Dr. Huss discussed how biology does their 1 hour seminar course and Dr. Hill added that they have a case study course. Dr. Huss asked for specifics on Qualtrics and its uses. Shelley gave a brief description of the tool and that we have a campus-wide license. Dr. Peters added that it is also a Research data collection tool as well. Dr. DeProw states the reason we want to do Excel training would also be to build on pulling Qualtrics data to upload to Excel. Shelley asked the committee if they had any additional training ideas. Dr. Peters mentioned that in order to complete some of the assessment training, groups of faculty might needed and not just assessment leaders. Dr. Kennedy asked for assistance with analyzing data. Dr. DeProw suggested that the Assessment office is open to reviewing large amounts of data with programs.
   5. AAC report – Dr. Philhours reported on 2018-2019 goals for the AAC which are to continue the ULO project, review data for the “Leaving the Den” survey and make improvements to deploy again for the December graduation. The committee discussed what kind of information was useful, and if we should use an externally developed survey as well. The committee discussed the actual content of the survey as well as a return rate analysis. Dr. Philhours reported some of the specifics about the course.

**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

* November 29, 2018
* Sub-committee meetings will be in between PAC meetings