

**Program-Level Assessment Committee (PAC)
September 19, 2019 Meeting Minutes**

Attended by: Marika Kyriakos, Alan Copelin, Melodie Philhours, Chris Peters, Kimberly Davis, Shelley Gipson, David Harding, Stacy Walz, Kathryn Flannigan, Martin Huss, Summer DeProw, Kevin Hennings

- I. Introductions of committee members
- II. Minutes - Chris Peters motioned to approved, Shelley Gipson seconded. All approved.
- III. Review of 2018-2019 PAC work
 1. Summer DeProw presented a brief review of the PAC's accomplishments during the 2018-2019 academic year.
- IV. Improvements or Changes in A-State Assessment
 1. Summer DeProw opened the floor for the committee to discuss what they would like to see improved or changed in A-State Assessment. The committee suggested plans for professional development, assessment comparisons with other institutions, and guest speakers at Learn@State.
- V. Subcommittees – the committee members signed up for subcommittee duties.
 1. Learn@State – the subcommittee will explore the possibility of partnering with Dr. Simons.
 2. Grants – the mini grant budget is set at \$5,000 per semester. Grant applications are due October 4.
 3. Peer review - Nursing & Health Professions, Undergraduate Studies, Business, Computer Science, Technology, and Engineering will be reviewed this year.
- VI. A-State Assessment Committee – Melodie Philhours volunteered to represent the PAC.
 - VII. Library research – The library is conducting a pilot program to assist courses with research projects. A sign-up sheet was passed around for meetings with the library to get more information.

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 the cycle over again. If no, assess outcomes that have not been addressed in the last four years.
- Update program's 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