Program-level Assessment Committee (PAC)
Meeting Minutes
October 6, 2021

Members Present: Nikesha Nesbitt, Shelly Gipson, Jessica Curtis, Melodie Philhours, Montserrat Juárez Aubry, Addie Fleming, Andre Possani, Kimberly Davis, Stacy Walz, Jason Stewart, Marika Kyriakos, David Harding, Mary Elizabeth Spence, Kevin Hennings

I.   Welcome – Melodie Philhours welcomed everyone and called the meeting to order.
II.   September 8, 2021 meeting minutes – Stacy Walz moved to approve. Addie Fleming seconded. All approved.
III.   Update from Grant Committee – Kevin Hennings reported that there was one grant application for the fall and he would send the application to subcommittee members to approve/reject via email.
IV.   Update from Manual/Questionnaire Committee
    a. Mary Elizabeth Spence reported on the edits made to the Assessment Manual by the subcommittee. Shelley Gipson moved to approve the edits. Stacy Waltz seconded. All approved.
    b. Mary Elizabeth Spence showed the lasted draft and proposed timeline for the Assessment Leader Questionnaire to the committee. Jason Stewart moved to accept the survey and timeline. Nikesha Nesbitt seconded. All approved.
V.   Peer Review Subcommittee to meet to discuss Rubric – Mary Elizabeth announced that she would send the peer review rubric and a Doodle poll to the subcommittee in order to schedule a meeting in the next two weeks.
VI.   Committee Comments
    a. Shelly Gipson asked if the PAC would have any role in the hiring of the AVC of Assessment and Accreditation. Hiring committee members, David Harding and Kimberley Davis reported that the candidates would meet with the committees during campus visits.
    b. Kevin Hennings announced that the Office of Assessment had found a new administrative specialist who would be introduced at the next meeting.
VII.   With no further business, the meeting was adjourned.

Important Dates

Assessment Reporting—October 15, 2019:
- 2020-21 Action Plans are due October 15, 2021
- 2019-20 Status Reports are due October 15, 2021

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- TBA

Grant Applications
- October 5, 2021
- January 28, 2022