

# **AOAC Meeting Minutes**

February 28, 2019

## **I. Call to order**

Stacie Warner called to order the regular meeting of the AOAC at 12:36 pm on February 28, 2019, at SEM 2F1.

## **II. Attendance**

Present: Dr. Vincent Bridges, Sara Mathew, Dr. Makenna Green, Stacie Warner, Dr. Jennifer Allen, Dana Glencross, Ann Raia, Alexa Mashlan, Kamille Souttee, Mary White, Dean Reusser

Absent: Changjiang Zhu, Kim Jameson, Dr. Max Simmons, Dr. Glenne' Whisenhunt, John Claybon, Dr. Thomas Harrison, Dr. Susan Tabor, Chris Oehrlein, Dr. Janet Perry, Stephanie Wallace

## **III. Approval of minutes from last meeting**

Meeting opened with a review of the November meeting minutes. Noted minute errors include the misspelling of Sara Mathew's name and the attendance reporting for Ann Raia. Alexa Mashlan made a motion to accept the minutes once errors have been corrected. Ann Raia seconded the motion. Motion passed unanimously.

## **IV. Open issues**

- a) Dr. Green thanked all attendees for providing feedback on Section I and II of the program reviews. Program committees are thankful for the feedback that has been provided thus far.
- b) There were no comments on Section I and II reviews.
- c) It is okay and encouraged to provide feedback on grammatical errors and typos when reviewing programs and plans. Constructive feedback is beneficial; the feedback goes back to the committees and to the Division Deans.

## **V. New business**

- a) Final checks of all program reviews will be completed by Dr. Tabor, Dr. Green, Ann Raia, Alexa Mashlan, and Stacie Warner. Each person will be assigned one or two reviews; reviews and checklist are provided in the AOAC Moodle course. Feedback is due before the March 28, 2019 meeting.

- b) The next AOAC committee task is to review five-year plans. The committee will review 16 programs. Each faculty representative has two plans to review; the assignments are posted in the AOAC Moodle course. The plans are available at this time, so faculty representative can begin reviews at this time. Feedback can be provided within the plans, and program chairs may be contacted directly.
- c) Stacie Warner provided an overview of the form for five-year plans. Annual plans will be based on the outcomes of the five-year plans. Five-year plans will provide at least five outcomes (as many as ten can be provided); one outcome will be evaluated each year over five years. Outcomes must be measurable. If a program contains both an AA and AS degree, five-year plans must be completed for both.
- d) The committee discussed the importance of utilizing verbiage from the Gen. Ed. Rubrics on outcomes that use the rubrics for measurement. It was suggested that rubrics be attached or linked to the five-year plans that reference Gen. Ed. rubrics.
- e) The committee discussed the Blooms Verbs and ABCD Model used for writing outcomes. Handouts covering both the Blooms Verbs and ABCD Model are available in the AOAC Moodle course.
- f) The next AOAC meeting will be on Thursday, March 28, 2019.

## **VI. Adjournment**

Stacie Warner adjourned the meeting at 1:19 p.m.