

AOAC Meeting Minutes

March 28, 2019

I. Call to order

Stacie Warner called to order the regular meeting of the AOAC at 12:37 pm on March 28, 2019, at SEM 2F1.

II. Attendance

Present: Sara Mathew, Dr. Makenna Green, Stacie Warner, Dr. Jennifer Allen, Dana Glencross, Ann Raia, Kamille Souttee, Mary White, Dean Reusser, Changjiang Zhu, Chris Oehrlein, Dr. Janet Perry, Stephanie Wallace, Dr. Thomas Harrison, Dr. Susan Tabor

Absent: Kim Jameson, Dr. Max Simmons, Dr. Glenne' Whisenhunt, John Claybon, Dr. Vincent Bridges, Alexa Mashlan

III. Approval of minutes from last meeting

Meeting opened with a review of the February meeting minutes. Jennifer Allen made a motion to accept the minutes once errors have been corrected. Sara Mathew seconded the motion. Motion passed unanimously.

IV. Open issues

- a) Reviews on five-year plans are due today. Some committee members are still reviewing five-year plans; therefore, reviews have been extended to Thursday, April 4, 2019 by noon.

V. New business

- a) Sara Mathew inquired about programs that have only one course. Some programs may only have a single course for review purposes.
- b) Members of the AOAC discussed concerns with General Education outcomes being too generic and not specific to programs. Stacie Warner volunteered to bring the concerns up at the next General Education meeting.
- c) The committee shared other errors and issues that were noticed in five-year plans including: no measurements, vague outcomes, and grammatical errors.
- d) Inquiry was made into if and how program chairs are educated in preparation of program reviews and five-year plans. Training is provided to program chairs who

complete plans and program reviews during Welcome Week and multiple times throughout the year. This training will continue each year. The committee discussed the benefits of some form of guide or suggestions that provides examples of good program reviews and five-year plans. It was also suggested that General Education rubrics be attached or linked to programs that use Gen. Ed. outcomes.

- e) The next AOAC meeting will be on Thursday, April 25, 2019.

VI. Adjournment

Stacie Warner adjourned the meeting at 12:58 p.m.