

# **AOAC Meeting Minutes**

November 29, 2018

## **I. Call to order**

Dr. Makenna Green called to order the regular meeting of the AOAC at 12:32 pm on October 25, 2018, at SEM 2F1.

## **II. Attendance**

Present: John Claybon, Sara Mathew, Dr. Janet Perry, Dr. Makenna Green, Stacie Warner, Dr. Thomas Harrison, Stephanie Wallace, Randa Pospisil, Dr. Susan Tabor, Chris Oehrlein, Dr. Jennifer Allen, Dana Glencross, Ann Raia

Absent: Brent Noel, Changjiang Zhu, Dr. Vincent Bridges, Kim Jameson, Alexa Mashlan, Kamille Souttee, Dr. Max Simmons, Dr. Glenne' Whisenhunt

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

Meeting opened with a review of the September meeting minutes. Sara Mathew made a motion to accept the minutes. Dr. Susan Tabor seconded the motion. Motion passed unanimously.

## **IV. Open issues**

- a) Dr. Green thanked all attendees for providing feedback on Section IV of the program reviews. Program committees are thankful for the feedback that has been provided thus far.

## **V. New business**

- a) Faculty members are still working on program reviews. The next sections to be submitted are Section I and II of the form; they are due Feb 18. AOAC members will review and provide feedback on Part I and II by the next meeting on February 28, 2019. Provide feedback in the "Documents for Committee Review" section on the Blackboard Open course. When responding, please use the name of the program (i.e., Music, Sociology) as the header information. Dr. Green will send out reminders about due dates.
- b) Dr. Green provided an overview of Section I and II of the program review form.
- c) The next AOAC committee task is to review five-year plans. The committee will review 16 programs.

- d) The committee viewed the form for five-year plans. Annual plans will be based on the outcomes of the five-year plans. Five-year plans will provide five outcomes; 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.
- e) February meeting will address Blooms Verbs and ABCD Model used for writing outcomes.
- f) Committee discussed evaluation of General education programs and programs that are partnered at other institutions. Question was presented as to who evaluates German and other foreign language programs.
- g) Committee discussed the need for more artifacts in Surgical Tech.
- h) Committee discussed upcoming HLC site visit in 2021.
- i) The next AOAC meeting will be on Thursday, February 28, 2019.

## **VI. Adjournment**

Dr. Makenna Green adjourned the meeting at 1:14 p.m.