

AOAC Meeting Minutes

September 26, 2019

I. Call to order

Stacie Warner called to order the regular meeting of the AOAC at 12:34 pm on September 26, 2019, at MB 1X4.

II. Attendance

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| <input checked="" type="checkbox"/> Dr. Jennifer Allen | <input checked="" type="checkbox"/> Ann Raia |
| <input checked="" type="checkbox"/> Dana Glencross | <input checked="" type="checkbox"/> Dr. Janet Perry |
| <input checked="" type="checkbox"/> Mary White | <input checked="" type="checkbox"/> Chris Borthick |
| <input type="checkbox"/> Dean Reusser | <input checked="" type="checkbox"/> Kim Jameson |
| <input type="checkbox"/> Chris Oehrlein | <input checked="" type="checkbox"/> Glenne' Whisenhunt |
| <input type="checkbox"/> Greg Holland | <input checked="" type="checkbox"/> Dr. Vincent Bridges |
| <input checked="" type="checkbox"/> Michael McGrail | <input checked="" type="checkbox"/> Dr. Thomas Harrison |
| <input checked="" type="checkbox"/> Melissa Leon Guerrero | <input type="checkbox"/> Dr. Max Simmons |
| <input type="checkbox"/> Germain Pichop | <input checked="" type="checkbox"/> Dr. Makenna Garrison |
| <input checked="" type="checkbox"/> Candie McKee | <input checked="" type="checkbox"/> Stacie Warner |
| <input checked="" type="checkbox"/> John Claybon | |

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. Mary White seconded the motion. Motion passed unanimously.

IV. Open issues

- a) None at this time

V. New business

- a) Makenna Garrison provided an overview of the AOAC course in Moodle and the AOAC website. All AOAC members should have access to the course.
- b) The primary focus of the fall meetings (Sept-Nov) is to review and provide feedback on program reviews for Journalism and Broadcasting, Liberal Studies, and Humanities.
 - Faculty are presently working on program reviews. The reviews will be submitted to the AOAC in parts. The first part to be submitted is Part I and II of the form; it is due September 27. AOAC members will review and provide feedback on Part I and II in the next meeting on October 24, 2019.

- AOAC members are divided into groups and given assignments for programs review. A list of the groups and assigned programs are in the “Documents for Committee Review” section on the Moodle course. A sign-up sheet is available today for members to commit to a program for review.
 - AOAC member responses are due October 24, 2019, by 12:30 p.m. Provide feedback in the “Documents for Committee Review” section on the Moodle course. When responding, please use the name of the program (i.e., Humanities, Journalism) as the header information. Makenna Garrison will send out reminders about due dates.
- c) The primary focus of spring meetings (Jan-Apr) is to review and provide feedback on 5-year plans.
- d) Janet Perry discussed the importance of continuous improvement. Some key highlights from her discussion include:
- Division and programs are encouraged to Plan-Do-Check-Act. (*Plan* ways to improve, *do* things that lend to improvement, *check* with Academic Affairs, Student Affairs, and program people to determine how the program/Division is doing and what can be done better, and *act* on the suggestions).
 - HLC will be conducting a site visit around Nov 2021; let’s shine! When HLC conduct peer reviews of campuses and look at assurance arguments, 75-80% of the campuses have problems with assessment. There needs to be evidence of assessment (what we are doing and how we are getting it done). How we are presently using Moodle courses for document collection, tracking and submission is an example of improvements of interest to HLC.
- e) Sara Mathew discussed initiatives that have been taken to improve assessment in the Computer Science program. Some improvements implemented included:
- When looking at the Computer Science outcomes, the program sought guidance from the advisory committee to determine what graduates need to know and have upon completion.
 - The program used graduate surveys to get student feedback on preparedness.
 - Correlation was made between five-year program reviews and outcomes to gain greater understanding on strengthening assessment.
 - Outcomes are now assessed at different levels of the program (once students begin classes versus later in the program).

- The findings of all the initiatives are used as avenues of discussion with adjunct faculty.
- f) The next AOAC meeting will be Thursday, October 24, 2019 at 12:30 pm in MB 1X4.

VI. Adjournment

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