

AOAC Meeting Minutes

September 27, 2018

I. Call to order

Dr. Makenna Green called to order the regular meeting of the AOAC at 12:35 pm on September 27, 2018, at SEM 2F1.

II. Attendance

Present: Dr. Vincent Bridges, John Claybon, Sara Mathew, Dr. Janet Perry, Kamille Souttee, Dr. Makenna Green, Stacie Warner, Dr. Thomas Harrison, Dr. Glenne Whisenhunt, Stephanie Wallace, Randa Pospisil, Dr. Susan Tabor,

Absent: Brent Noel, Changjiang Zhu, Chris Oehrlein, Dr. Jennifer Allen, Dana Glencross, Alexa Mashlan, Ann Raia

III. Approval of minutes from last meeting

No minutes were available.

IV. Open issues

- a) None at this time

V. New business

- a) Dr. Green provided an overview of the AOAC course in Blackboard Open. 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 Sociology, Diversified Studies, Music, Modern Languages, and Speech-Language Pathology. Faculty members have requested that AOAC provide more in-depth comments and suggestions; they wanted something other than “yes or no” feedback.
 - 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 III of the form; it is due Oct 15. AOAC members will review and provide feedback on Part III in the next meeting on October 25, 2018.
 - 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 Blackboard Open course. An email will also be sent out with assignment information.

- AOAC member responses are due October 25, 2018, by 12:30 p.m. 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.
- c) Dr. Perry encouraged that in the future faculty members be informed of impending program reviews a year in advance. A years notice would allow additional time for collection of artifacts.
- d) The primary focus of spring meetings (Jan-Apr) is to review and provide feedback on 5-year plans to four (4) divisions.
- e) Moving forward, the AOAC will meet and have formal minutes. Minutes will be voted on each meeting. Once approved, they will be placed in the Blackboard Open course and on the AOAC webpage.
- f) In the event an AOAC member cannot attend a meeting, please email Makenna Green and Stacie Warner and be sure to copy your dean on the email.
- g) Due to the Thanksgiving break, the next meeting will be on the fifth Thursday of the month: Thursday, November 29, 2018.

VI. Adjournment

Dr. Makenna Green adjourned the meeting at 1:10 p.m.