# *Program Review*
# *Meeting Minutes*

March 12, 2021

## I. Call to order

Members of the AA/AGS faculty met on Friday, March 12, 2021, in Maddox 156, to discuss Curriculum Mapping and the pending ADHE Institutional Self-Study. Dr. G called the meeting to order at 10:37 a.m.

## II. Roll call

Mysti Gates conducted a roll call. The following faculty members were present: Robby Burt, Dr. Kyle Carpenter, Mysti Gates, Dr. G., Jennifer Howard, Penny Lunsford, Damian Maxwell, and Krishna Nath.

## III. Open issues

a. Mysti Gates updated the committee on the Exit Exam, including the location of the exam documents in DSTOR. Once Chad provides the committee with the Spring 2021 testing date, Mysti will make 50 copies of the exam. With regard to the testing concerns discussed in the last meeting, all degree-seeking students entering the AA/AGS program - outside of concurrent credit students - must sit for the Entrance/Exit Exam (per Krystal Thrailkill). The only thing we need to do is include a question regarding the number of hours the students have upon enrollment. This will help us segregate the data. The committee will need to determine the best way to collect this information. It should be collected in a manner that allows Krystal and/or Tammy to generate reports. Finally, student scantrons can be stored in the closet behind the Campus Security office.

b. Dr. G. requested the committee implement a person of contact for Entrance/Exit Exam questions, etc. He nominated Mysti Gates. She will now serve as the contact person for this aspect of the Program Review.

c. The committee was able to discuss the Curriculum Mapping for the AA/AGS programs today. Committee members were asked to review previous Curriculum Maps and discuss any potential changes. Jennifer provided committee members with information regarding the 3 abbreviations used on the form. The committee determined that the best way to divide the workload and optimize efficiency was to upload the document as a Google Sheet for committee members to add their contributions. Penny sent the file to Mysti to upload as a Googe Sheet. Mysti sent the file to the committee members to edit. **All changes are to be completed by Friday, March 19th.**

## IV. New business

a. Penny distributed copies of the ADHE Institutional Self-Study that needs to be completed by June 30th. The committee discussed the items that needed to be answered. The committee determined that the best way to divide the workload and optimize efficiency was to upload the document as a Google Doc for committee members to add their contributions. Mysti sent the file to the committee to work on. **All additions are to be completed by Friday, April 2nd.**
b. Penny also distributed copies of the Annual Program Report (form). This document needs to be reviewed and potentially amended. The committee voted to omit bullet points 2 and 3 on page 2, as they no longer reflect the program assessment process. Dr. G. made the motion, Robby seconded, and the vote carried.

## VI. Adjournment

Dr. G. adjourned the meeting at 11:43 a.m.
Minutes submitted by: Mysti Gates
Minutes approved by: Dr. G