# *Program Review*
# *Meeting Minutes*

October 2, 2020

**I. Call to order**

Members of the faculty met on Friday, October 2, 2020 in Maddox Room 156 to discuss the annual Program Review. Dr. Gyanwali called the meeting to order at 10:00 a.m.

**II. Roll call**

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

**III. Open issues**

a. Dr. Gyanwali referenced the Capstone Assessment discussion that took place at Fall Convocation and the communication that had since taken place between faculty members and adjuncts regarding assessment content from each discipline/department. They have received feedback from the various departments and this will be used to create the Capstone Assessment moving forward.
b. Faculty members discussed possible changes to the Program Outcomes to better aid the assessment process. We already document changes with regard to the budget. We are already conducting pre- and post-assessments in our courses. Faculty discussed ways to continue to document departmental and curriculum changes, etc. Changes to the wording of our Program Outcomes may be needed to ensure that our outcomes are measurable.
c. Dr. Gyanwali shared his desire to meet more frequently, a topic that had been previously discussed during Convocation and the Criterion 4 Meeting. The group would like to try to meet monthly. The next meeting is scheduled for Friday, November 13th.

**IV. New business**

a. Dr. Gyanwali and Mysti Gates shared information from last week's Criterion 4 Committee Meeting and how the items discussed in that meeting relate to Program Reviews. We have forms to currently assess our Course and Program Outcomes; we also have a rubric that is being used to assess the co-curricular activities. Perhaps something like this would help assess Program Reviews. Mysti will send Joanne's rubric to the faculty present at today's meeting for consideration.
b. Mysti Gates will record the minutes for any meetings held by faculty members regarding Program Reviews and send them to the Criterion 4 group. This will help

"close the loop" with regard to the HLC reports and requests. At this time, the faculty does not wish to formalize the committee.

c. The group discussed possible names for the assessment, how to get students to take the assessment seriously, the question format, how to divide up the questions, the types of questions for each degree plan, using the new scantron machine for creating and grading the test, and Jennifer mentioned the possibility of including the assessment (often referred to as an exit exam) in the graduation application process. The group did decide that multiple choice questions would be the most practical in terms of grading and the time students would need to allot for the exam.

d. Dr. Gyanwali asked that the faculty brainstorm names for the assessment, make a list of departmental needs, and review current Program Outcomes for possible revisions. Penny will email Mysti the Program Outcomes for the degrees, and Mysti will create a shared Google Doc so faculty members can make comments on the document prior to next month's meeting. Faculty members can expect to receive this document early next week. All of these items will be discussed at the next meeting. The goal for that meeting will be to finalize any revisions to the wording of the Program Outcomes. This will help the faculty move forward in terms of creating and compiling test questions for the exit exam (name TBD).

**VI. Adjournment**

Dr. Gyanwali adjourned the meeting at 10:45 a.m..

Minutes submitted by: Mysti Gates

Minutes approved by: Dr. Gyanwali