# *Program Review*
# *Meeting Minutes*

February 26, 2021*

## I. Call to order

Members of the AA/AGS faculty met on Friday, February 26, 2021, in Maddox 156 to discuss and finalize the logistics for the 2021 Exit Exam. Penny Lunsford called the meeting to order at 9:35 a.m.

## II. Roll call

Mysti Gates conducted a roll call. The following faculty members were present: Robby Burt, Dr. Kyle Carpenter, Mysti Gates, Jennifer Howard, Penny Lunsford, and Damian Maxwell. The following persons from Student Affairs were also present: Chad Fielding and Terry Francis.

## III. Open issues

a. Chad spoke on behalf of Student Affairs and the Testing Center staff regarding his plan to execute the exam en masse. He believes the plans for Fall 2021 and Spring 2022 will effectively capture the majority of newly enrolled students, but expressed concerns regarding concurrent students and what criteria should be established to appropriately target the students who need to be tested. He also discussed concerns about how to put "teeth in" the exam for this Spring's graduating students. Regarding these concerns, meeting attendees discussed the following:
    i. Excluding concurrent students from the Entrance/Exit Exam requirement
    ii. Excluding transfer students from the Entrance/Exit Exam requirement
    iii. Limiting the testing pool to students degree-seeking students, both part-time and full-time, and capping the number of credit hours to 6 SCH *This would limit the number of students tested and potentially eliminate issues with data skewing.*
    iv. The testing pool could be expanded in the future as needed
    v. Per Chad, Tammye Sherrill will handle testing arrangements for students on Mt. Ida and Waldron campuses.
    vi. Holding students' caps and gowns until they met the testing requirements
    vii. Adding the Exit Exam to students' schedules for future cohorts

b. Terry expressed concerns about tracking down this Spring's graduates (approximately 39 students), as they have already completed the application process, and inquired about faculty assisting with administering the exams. Chad suggested a sign-up sheet. Terry also requested a letter or notification be drafted

and sent out to students that clarified the purpose of the exam and testing information.

c. The following tasks were assigned:
    i. Terry will compile a list of names and addresses of the AA/AGG students who have applied for graduation this spring. This will be used to create the distribution list for communications regarding this Spring's Exit Exam.
    ii. Chad will talk with Krystal about costs associated with copying and scantrons. He will also set the testing dates and locations for the Spring Exit Exam, as well as the Entrance and Exit Exam dates for the 2021-2022 Academic Year. He plans to have these determined by next week.
    iii. Mysti will talk with Tammy Odom about the appropriate place on DSTOR to save the exam documents - as PDFs - for easy access: the student copy, answer key, and information sheet. She will also make 50 copies of the exam for the Spring cohort. The only thing left to do is to complete the Scantron Key. She will inquire about recording keeping of students' scantrons.
    iv. Mysti will pull text from the information sheet to be used for a Schoolcast notification.This information will be shared with the committee for comments. It will then be sent to Chad, who will have to add the testing dates, locations, etc. for distribution.

d. The committee was not able to discuss the Curriculum Mapping for the AA/AGS programs today. This will be discussed at the next meeting, the date for which will be communicated via email.

**IV. New business**

*No new business.*

**VI. Adjournment**

Penny Lunsford adjourned the meeting at 10:21 a.m.
Minutes submitted by: Mysti Gates
Minutes approved by: Penny Lunsford

**This meeting was originally scheduled for Friday, February 19th at 10:00 a.m., but was rescheduled due to inclement weather and campus closure.*