Program Review
Meeting Minutes

April 8, 2022

I. Call to order

Members of the AA/AGS faculty met on Friday, April 8, 2022, in Maddox 154, to discuss changes regarding HLC, Program Reviews, and the Entrance/Exit Exam. Penny called the meeting to order at 9:00 a.m.

II. Roll call

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

III. Open issues

a. Chad Fielding attended the meeting this morning to inquire about the Exit Exam process. He shared that, at one time, there was discussion about setting a date for all students to test like with the Entrance Exam last fall. He was unclear if all students needed to be tested or just the ones who took the Entrance Exam in the fall and if this year's graduates needed to be tested at all. Students will be picking up their caps and gowns on April 25th and 26th; however, Student Affairs is not planning to administer the Exit Exams on those dates now that the graduation surveys are being completed online. Student Affairs plans to mail their letters out today outlining the details regarding graduation, so including information about the Exit Exams in the letter is not possible at this time.

   The committee plans to try and catch all of the AA/AGS graduates - 151 students - to test them at the end of April. Chad stated that he could share the list of graduates with the committee and a bulk email could be sent out; however, committee members are concerned students will not check their email or report for testing. Several ideas were discussed, and the committee has decided that bulk testing in the OC will be the best option for this semester. Mysti will contact LeAnn regarding OC availability for 2 Fridays in April and submit a maintenance request based on the finalized date. Additionally, she will speak with Krystal about long term Exit Exam procedures moving forward. Since it appears that the committee members will be administering the exams, no discussion of instructions for proctors is needed at this time.

b. Penny followed up on the A.S. Degree and shared the advice she received from Krystal. This matter needs to be referred to the newly established Assessment Committee for discussion and pushed forward through the proper channels, including

referral to the College Effectiveness Committee. Kyle will bring this up in the Assessment Committee later this morning.

c. Kyle introduced the recent changes to the accomplishments form and reminded committee members that accomplishments will now be submitted by Departments, Divisions, and Programs rather than by individual employees/faculty members. This new 2-page form will be attached to the Annual Program Review. Any accomplishments relevant to the Program will be included and should be limited to 4-5 larger accomplishments. This may mean combining accomplishments into broader statements that relate to strategic goals. Committee members were provided with a copy of the new 2-page form. This new form (and process) suggests accomplishments will now be submitted annually rather than each semester.

d. Prior to this morning's meeting, Penny pulled a couple completed Program Reports and sent those to committee members to identify areas of overlap, ways of simplifying and/or improving the form. **This is one of the goals for the AA/AGS Program Review Committee.** However, with the new Assessment Committee, Jennifer and Kyle clarified that this form should be uniform for *all* programs. The committee members proposed some ideas that Kyle and Jennifer will take to the Program Chairs later this morning for discussion. There, they will discuss the best way to gather feedback on how to best improve the old form and if faculty members would like to adopt and amend the sample Non-Academic Program Review Form that was attached to the new Accomplishments form this morning.

VI. No New business

VI. Adjournment

Penny adjourned the meeting at 9:57 a.m.
Minutes submitted by: Mysti Gates
Minutes approved by: Penny Lunsford

Addition to minutes April 11, 2022 on next page

Following up on a discussion with Krystal regarding the Exit Exam, this year's graduates *will not* be tested. Last spring was a trial run, and this fall began Cohort 1. This group will be tested next spring. Beginning in the fall, we can expect testing to occur each semester.

Cohort	**Entrance Exam**	**Exit Exam**
Cohort 1	Fall 2021	Spring 2023
Cohort 2	Fall 2022	Spring 2024
Etc., Etc.		

With regard to testing, the fall *AND the* spring testing will be conducted like last fall where Krystal adds a testing date to the calendar, Student Affairs adds that to the students' schedules, and *we* administer the exam on said date (a Friday). Student Affairs will not be involved in the testing moving forward. Multiple rooms will continue to be utilized.

All of this can be indicated in the Program Review. Beginning with next spring, we should have pre- and post-test results for all cohorts.

As far as what to focus on until then, we can finalize the new Program Review Form, write additional questions for the Entrance/Exit Exam (for replacement or rotation), and evaluate existing questions that may need revising.

I would suggest we request a "testing roster" each semester we administer an exam. It's the only way we can know who's *supposed to be* testing in any given semester. Maybe we can request that one of the committee members be added as an "instructor" to each cohort. What are your thoughts on this?

Sent via email to AA/AGS faculty by Mysti Gates