Program Review
Meeting Minutes

October 8, 2021

I. Call to order

Members of the AA/AGS faculty met on Friday, October 8, 2021, in Maddox, to discuss the results of the Entrance Exam conducted last month. Penny called the meeting to order at 9:05 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. The committee reviewed the item analyses for the Fall 2021 Entrance Exam and compared them to the Exit Exam Cohort from the previous spring semester. Of the 119 tests scored, the average score was 50%. Committee members were asked to identify potentially good (easy/clear) and potentially bad (difficult/unclear) questions based on the number of incorrect responses. This data is to be used to adjust classroom content and instruction until post-test data is available. This information should also be used when completing the Course Outcomes Report this semester.

b. The committee also discussed the desired changes to the proctoring process for future Entrance/Exit Exams. Desired changes include:

   i. *Administering the exam earlier in the semester, preferably no later than the first week of classes.* Some of the concepts on this entrance exam had already been covered by the time the students sat for the exam.

   ii. *Making calculators available in each testing room.* Students may use a calculator on both the Entrance and the Exit Exam.

   iii. *Providing rosters to test proctors.* Proctors would like to know how many students to expect. Additionally, it would be easier to identify students who were not tested.

   iv. *Completing the scantron in a uniform manner.* Instructions for completing the name block of the scantron, as well as what to tell students during testing will be provided before the next round of testing. This information will be read to the students sitting for the exam.

v. *Identifying and sharing who will need the scantrons when testing is complete.* This will depend on proctoring changes but would speed up scoring and item analysis results.

vi. *Administering the Exit Exam earlier in the semester, preferably the last week in April for the designated testing year.* This would allow faculty to score the exams, run the item analyses, and make any desired changes to the exam prior to the fall testing session.

c. The committee decided that future item analysis reports should be in percentage form only. The number of students tested each time will vary.

VI. New business

a. Penny provided the committee with copies of the August 2021 Annual Program Report and the current Course Outcome Form. She would like the committee to review the section on Course Outcomes Data prior to the next meeting. She would like to discuss the language to include in the report. The meeting will be some time next month. Committee members will be notified by email and should plan to bring their notes regarding any suggestions for this section of the Annual Report.

VI. Adjournment

Penny adjourned the meeting at 9:52 a.m.

Minutes submitted by: Mysti Gates

Minutes approved by: Penny Lunsford