Program Review
Meeting Minutes

August 19, 2022

I. Call to order

Members of the AA/AGS faculty met on Friday, August 18, 2022, in the Board Room, to discuss changes this year's EntranceExam. 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: Robby, Burt, Dr. Kyle Carpenter, Mysti Gates, Dr. G., Jennifer Howard, Penny Lunsford, Damian Maxwell, and Krishna Nath.

III. Open issues

a. The committee was notified of the date and time for this year's AA/AGS Entrance Exam. Faculty members will assist in administering the exam on Friday, August 26, 2022. Administration is currently working on room assignments, but the Ouachita Center and Spencer classrooms are the chosen locations.The committee identified the necessary supplies: scratch paper, calculators, pencils, and scantrons. Additionally, AA/AGS faculty members will encourage students to bring their own calculators if they have them. The following actions will take place prior to the exam date:

   i. Penny will contact Krystal regarding supplies and Chad regarding student notifications and the addition of "Please bring a calculator to use on the exam if you have one" to their email to students."

   ii. Mysti will update the Test Instruction Sheet to include information on how students should complete the scantron and that students should not write on the exam copies.

   iii. All AA/AGS faculty will remind students to bring their calculators to the exams. Calculators will be provided to students in the event they do not have their own.

   ON EXAM DAY, faculty will verify that the exam copies have not been written. Any exams that have been written on are to be shredded. Blank exams and completed scantrons are to be returned to Mysti. These can be placed in the box on her door or in her mailbox in the mailroom.

VI. New business

a. Kyle and Mysti notified attendees of upcoming Anti-Plagiarism Workshops and asked that they share the information with their students. Faculty requested the video/materials be emailed to them for classroom use. Based on the conversation that followed, Kyle and Mysti decided to cancel the workshops and request documentation

from each instructor who shares the material in class to be used for evidence for this year's Strategic Goals and Accomplishments.

i. Mysti will create the Sign-In Sheet for faculty to use, complete, and return.
ii. Kyle will share the presentation materials and advise participating faculty on how to share their documentation.

VI. Adjournment

Penny adjourned the meeting at 9:30 a.m.
Minutes submitted by: Mysti Gates
Minutes approved by: Penny Lunsford