Program Review
Meeting Minutes

May 11, 2023

I. Call to order

Members of the AA/AGS faculty met on Thursday, May 11, 2023, in Maddox 156, to discuss this year's Exit Exam. Penny called the meeting to order at 8:35 a.m.

II. Roll call

Mysti Gates conducted a roll call. The following faculty members were present: Robby Burt, Dr. Kyle Carpenter, Mysti Gates, Dr. G., Jennifer Howard, and Penny Lunsford.

III. Open issues

A. The committee met to review the Exit Exam results for the Fall 2021 and Fall 2022 cohorts, as both cohorts had students who graduated last week. Committee members discussed issues with testing procedures, compared results from all testing sessions, and reviewed the item analysis results.

   In looking at the charts prepared by Kyle, committee members identified both potentially easy and potentially difficult questions on the exam. Committee members will need to revise or replace identified questions and send them to Mysti within ONE WEEK. This will allow time to update the test before the Fall 2023 Entrance Exam testing date.

B. Jennifer introduced the idea of offering incentives for students to report for Exit Exam as scheduled and try harder on the Exit Exam, as many students reported without calculators and finished rather quickly. Additionally, very few students reported for the initial test date. A makeup test date was scheduled, but we still were not able to capture all of the Spring 2023 graduates. Ideas discussed include a drawing for students who sit for the exam and a prize for the top score. These ideas could boost both attendance and effort. Kyle will discuss this with Chad.

C. The committee also discussed the manner in which the results were scored. Varying ideas of how to best score the results, how to group students (cohorts), and how to best report the data were all discussed. Members proposed scoring scantrons based strictly on test date, without concern for matching up pre- and post-test scores for specific students. Penny will discuss this with Krystal regarding an HLC perspective and report back to the group. Mysti expressed her desire to withdraw from the scantron scoring and item analysis reporting aspects of the Entrance and Exit Exams.

D. The committee revisited the idea of creating the Entrance and Exit Exams in Blackboard. The group discussed the pros and cons of this approach. Penny will discuss logistics and data analysis aspects with Krystal and report back to the group. After that, the committee will decide how to best proceed.

VI. New business

E. Mysti shared some observations regarding this semester's post-test. Actionable items include increasing exam notifications to students, addressing matters related to calculators, creating a separate location for late arrivals, addressing incorrect completion of scantrons, shredding scantrons after post-testing, and testing of students from satellite locations or those who live in neighboring counties. The committee made the following designations:

1. Kyle *should* be able to handle the notifications to students.
2. Mysti will type up instructions for clearing the memory on shared calculators.
3. Damian will work on securing more calculators for exam days.
4. All committee members will check to make sure scantrons are completed correctly. Any students who did not complete the scantron correctly will be required to correct it before being dismissed.

VI. Adjournment

Penny adjourned the meeting at 9:23 a.m.
Minutes submitted by: Mysti Gates
Minutes approved by: Penny Lunsford

Color Key:
Items in red require follow up.
Items in yellow require additional information or planning before a decision can be made/finalized.