Program Review
Meeting Minutes

April 5, 2024

I. Call to order

Members of the AA/AGS faculty met on Friday, April 5th, in Maddox 156, to discuss this year's Exit Exam. Penny called the meeting to order at 9:10 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, and Dr. Nath.

III. Open issues

A. Jennifer read the minutes from last spring's AA/AGS Program Review Meeting to remind committee members of issues identified following the administration of the Spring 2023 Exit Exam. Issues included:

- Attendance
- Inclusion on the Comprehensive Schedule
- Inclusion on the Graduation Checklist
- Number of student notifications
- Repeated no-shows
- Separate room for late arrivals
- Problematic language on question #4
- Adequate number of calculators
- Students in Waldron and Mt. Ida
- Scantron completions by international students
- Shared calculators

The committee has satisfied several of these issues for the current year, including items 2, 6, 7, and 10. Regarding the remaining items, the committee agreed to the following:

- Kyle will communicate with Chad regarding the first round of communications for the Exit Exam, which is scheduled for Friday, April 19th at 10:00 a.m. The first notification will go out today or Monday. He will address additional notifications that the committee would like to go out at the one week and morning of marks.
- Damian will gather up calculators from the Math Department and borrow additional calculators from Upward Bound. The need to bring calculators will also be communicated in all notifications listed in the previous line item.

- Jennifer will identify the graduates who are in Waldron and Mt. Ida and send those to Mysti.
- Mysti will communicate with Tammye Sherrill regarding these students and their ability to test at their satellite locations. Mysti will also arrange for testing materials to be delivered to these locations.
- Dr. G. will administer the makeup exam on Friday, April 26th for all students who fail to report for testing on the 19th.
- All committee members will review completed scantrons and have students correct any issues with how they are completed the day of the exam.
- All committee members will announce the Exit Exam date in their classes next week.
- All instructors will clear shared calculators between uses.
- Solutions for items 3 and 5 were discussed but not resolved at this time.

B. Committee members will meet after testing to sort and match up pre- and post-tests for scoring.

C. Testing will be conducted in Rooms 255, 251, and 249 in the Spencer Building with a sign-in table set up outside the Lecture Hall.

D. Jennifer reintroduced the option of converting the Entrance/Exit Exam to Blackboard for the fall. Discussion followed. The following items were decided:
    - Jennifer will contact Melissa to set up a Blackboard shell for this purpose.
    - Jennifer will request all committee members be added to the course.
    - Instructors will create the exam in Blackboard in the same order in which they currently appear for preferred assessment purposes.
    - The exam will still be proctored, and we may opt to use the Respondus Lockdown Browser during testing.
    - Kyle will reserve the OC for testing in the fall, with a date set for Friday, August 23, 2024, and add the exam to the Comprehensive Schedule. Students will use laptops from campus COWs for the exam.

VI. New business

No new business

VI. Adjournment

With all business taken care of, Kyle made a motion to adjourn the meeting. Jennifer seconded the motion. The motion carried.

Penny adjourned the meeting at 9:37 a.m.
Minutes submitted by: Mysti Gates
Minutes approved by: Penny Lunsford