

PACC Assessment Coordinating Committee (PACC)
May 29, 2012

Meeting started 11:05 AM

Present: Dr. Baker, Dr. Chen, Prof. Dudas, Dr. Duncan, Dr. Gerber, Dr. Hooper-Hamersley, Dr. Montgomery, Dr. Rand

- 1) Minutes of last meeting were approved.
- 2) Plan form and tip sheet were revised and finalized. Bill Montgomery will create fillable PDF, ideally with the options: (1) save and return to edit and (2) submit with a link/button.
- 3) Discussion of results form is tabled until fall.
- 4) Timelines were approved and will be separated into fall and spring data collection. Patterns will be used instead of colors to accommodate black and white printers.
- 5) For 2012-2013, the process will be communicated through a letter and forms will be posted to assessment website for access. Letter will include language that some departments may need to decide early to make plans for data collection. A reminder will also be sent to chairs in August.
- 6) For future academic years, we will consider GothicNet/PeopleSoft, BlackBoard, file manager – alone or in combination. And, will establish the assessment website as a quick link while maintaining our ability to update.
- 7) Progress of departments was reviewed; some departments moved to tier 2. Status will be listed in the annual report to VPAA.
- 8) On an informal, voluntary basis, we will establish a library with examples of rubrics and instruments from departments willing to share.
- 9) Annual report will be drafted for discussion. Highlights/challenges/recommendations to incorporate:
 - a. Challenge: Technology support. Recommend technologist be assigned to committee.
 - b. Highlight: Committee worked well together. We were able to leverage the diverse expertise of a small number of faculty to address campus-wide needs.
 - c. Highlight: Most departments are engaged and working diligently.
 - d. Highlight: Assessment is occurring on campus – more so than was anticipated. In some instances, it is a matter of assessment not being very well organized. Committee is aligning what is happening with expectations.
 - e. Highlight: Forum for communication and document exchange.
 - f. Recommendation: Include PACC on the agenda for new faculty orientation. (Culture of assessment.)
- 10) Fall meeting schedule will be addressed in August.

Next meeting will be held on June 19, 2012, 11AM - Hepburn 304
Meeting adjourned 12:50PM.