

Program Assessment Coordinating Committee (PACC)

Minutes of March 6, 2012 Meeting

Attendees

Billy Baker, Yi-Yu Chen, Kim Dudas, Tracey Duncan, Sue Gerber, Bill Montgomery, Rosamond Hooper-Hamersley, Muriel Rand, Cheryl Swider

Context for and Substance of Committee Charge

The committee discussed the broad charge to ‘foster a culture of assessment.’ It was noted that this should be viewed as a long-term process. The history of assessment on campus was reviewed, including:

- (a) initiatives prior to the 2010 Middle States Self-Study,
- (b) activities for the Self-Study (such as program reviews in College of Arts and Sciences), and
- (c) the Closing the Loop project facilitated by UCASL in spring 2011.

It was decided that the committee should review the results of the Closing the Loop project to provide context for work going forward. Sue will send via email.

There was discussion of the need for a common language, and the possibility of developing a plan for establishing such. This will be addressed at future meetings.

The relationship among teaching, learning, and assessment was discussed. It was noted that while faculty have content expertise, many do not have pedagogical training (at all universities, not just NJCU). As such, it is important to begin where each department is in its trajectory. Possible strategies for doing so were discussed, including: framing the process as a research project, assisting departments in using guidance from professional organizations, sharing examples from other universities, and sharing examples from committee members’ experiences.

There was general consensus that PACC members could serve as ambassadors/facilitators and provide individualized feedback and assistance. It was agreed that teams of two for each department/program would be useful.

Work Plan

An efficient means of sharing documents and communicating was discussed. Several members have used the strategic planning forum for other University committees. It was proposed and agreed that we establish a similar forum for PACC. Sue will initiate request with IT.

COSLA-proposed deadlines for the planning component (developing goals and measures) were reviewed:

- o March 9: Deadline for initial submissions by departments/programs
- o March – April: PACC provides feedback and assistance
- o April 30: All departments/programs have finalized plans

There was a discussion regarding the April 30 date, given that this is the same date as scheduled April department meetings. After discussion, the date for finalized plans was set at the last day of faculty obligation, June 28. This will also lengthen the time period during which PACC can provide facilitation.

Due to time constraints, discussion of the second component of the plan (beginning fall 2012, when departments select one goal and collect data) was postponed.

Next Meeting

Next meeting set for March 27 at 9AM. Main agenda items will include: assessing each submission and determining an individualized facilitation plan. In preparation, members will review submissions before the meeting. Submissions will be posted for committee access as soon as the forum is available.