

PACC Assessment Coordinating Committee (PACC)  
March 27, 2012

Meeting started at 9:00 AM

Present : Dr. Baker, Dr. Chen, Prof. Dudas, Dr. Duncan, Dr. Gerber, Dr. Montgomery,  
Dr. Rand, Dr. Swider

Dual Commitment Excused: Dr. Hooper-Hamersley

Old Business:

- 1) Approval on last meeting minutes.
- 2) Dr. Gerber will contact Ms. Bruno. Communication with NJCU faculty name of PACC committee members.
- 3) Dr. Gerber reiterated that a Committee Assessment Report is due to Ms. Bruno on June 30, 2012
- 4) The committee decided to let the "common language" unfold at the University level.

New Business:

- 1) Assistance needed with minutes and organization at committee level. Cheryl Swider will serve as Co-Chair.
- 2) Each committee member will decide on length of service, 2 or 3 years.
- 3) Committee information will be available in two separate places;
  - a. PACC forum (committee members have access)
  - b. Assessment web site (open access)
- 4) E-mail, to non-compliant departments, reiterating the importance of submitting Department goals and assessment plan.
- 5) Committee reviewed submitted assessment documents collected from various departments. A "tiered" structure was adopted to keep all departments moving forward at each department's level of "operational effectiveness".
- 6) Individual department's goals and assessment plans were appraise by the committee, the rationale;
  - a) template for committee members
  - b) feedback /direct for individual departments

- 7) Department goals and assessment plans placed in a specific "tier". The Education, Business, and Nursing department excluded from the "tiering" system, due to professional accreditation criteria (see attached).
- 8) Committee members responsible for providing assistance, at various levels, to various departments (see attached). Committee members to provide support, strategies, and assist with overall development of goals and assessments (moving from tier to tier).
- 9) Standardized letter(s) will be composed and sent to departments in an effort to provide support, feedback, and collegiality.
- 10) Date for future meeting chosen.

Next Meeting will be held on Tuesday, April 10, 2012, 9-11 am, Hepburn 304.  
Following meeting, April 24, 2012 9-11 am

Meeting Adjourned 11:14 am.

Respectfully Submitted

Cheryl