Program Assurance Committee
March 16, 2012
Minutes

Present: Theo Addo, Xudong An, John Anderson, Annette Easton, Kathy Krentler, Lois Olson,
Amy Randel, Patricia Van Damme, Nik Varaiya
Absent: Heather Honea
Guest: Gangaram Singh

1. PAC Operational Clarifications
   • Krentler clarified to the committee that all curriculum proposals in the CBA will come to
     the PAC following consideration by the appropriate curriculum committee.
   • EMBA proposals go to the Graduate Committee rather than the International &
     Specialized Programs Committee.
   • PAC discussed whether to require Special Topics proposals to come to the PAC or to
     support implementation after approval by the Undergraduate or Graduate Committee.
     The PAC voted unanimously to require all Special Topics proposals to come to the PAC
     for approval.

2. Curriculum
   a. MGT 358
      PAC voted unanimously to approve the proposal to drop MGT 350 as a prerequisite to
      MGT 358.
   b. MGT 460
      PAC voted unanimously to approve the proposal to change the prerequisite for MGT
      460 from MGT 350 to MGT 358.
   c. ACC 681
      PAC voted unanimously to approve the proposed title change for ACC 681.

3. PAC Form Revision
   The committee reviewed proposed changes to the Supplemental Curriculum (SC) form, now
   called the Program Assurance Curriculum (PAC) form. It was decided that the form should
   request that a mapping worksheet be completed for each curriculum proposal. Mapping
   instructions and a set of program worksheets should be placed on the CBA Assessment website
   and the PAC form can refer faculty to the site to obtain the appropriate materials.

   The committee noted that the new Policy File indicates that curriculum proposals that are
   deemed to have resource implications are to be referred to the Steering Committee (SC) prior to
   the PAC giving final approval. It was decided that the leader of the PAC should have the
   authority to determine whether a given proposal goes to the SC for consideration of resource
   implications based on Item # 4 on the PAC form. This will allow proposals to move more quickly.
If the leader of the PAC does not agree with the response to Item #4, the issue will be brought to the PAC for consideration.

Once the revised form is finalized, all curriculum proposals should be checked for the inclusion of the form prior to being sent to the PAC.

4. **Mapping Project Update**

Krentler updated the committee on the status of the Program Mapping project. Data has been collected from all five departments. Follow ups are being pursued for courses that were not mapped during the departmental sessions. Data is being entered into WEAVE and it is hoped that resultant maps will be available for analysis by the PAC and other appropriate committees, departments, and individuals by the beginning of April.

5. **Event Planning**

   a. **Best Practices in Critical Thinking Panel**
   b. **MAC Kick-Off (Gangaram Singh)**

The committee discussed plans for the April 20th event which is now being positioned as a Maintenance of Accreditation (MAC) Kick Off as well as a workshop/panel featuring best practices in critical thinking. The event will take place in EBA 341 from 11:30 – 2:00. Lunch will be provided from the dean’s discretionary fund. The associate dean will spend approximately one half hour (noon – 12:30) discussing the current status of the MAC effort and building enthusiasm for the lead up to the AACSB MAC visit which will occur December 2-4, 2012.

Following the MAC Kick Off there will be an interactive workshop on how to bring more critical thinking to the classroom. The workshop will include critical thinking exercises and examples of best practices.

6. **MAC Needs (Gangaram Singh)**

Singh announced that there will be a special round for graduate fee funds in April that will focus specifically on proposals related to Maintenance of Accreditation. A list of MAC-related needs will be distributed with the Call for Proposals. Krentler provided a list based on needs of the BSBA program as well as a suggestion for the MBA program. Other PAC members were encouraged to send ideas to the associate dean for inclusion in the CFP.

Meeting Adjourned at 3:00

**Next Meeting:** April 6th, 1:30 p.m.; Dean’s Conference Room