PAC Minutes
August 30, 2013; 1:00 p.m.

Present: Theo Addo, Iana Castro, Andy Do, Steve Gill, Gary Grudnitski, Heather Honea,
Kathy Krentler (Leader of the PAC), Amy Randel, Patricia Van Damme, Nik Varaiya

1. New Members
The PAC welcomed the following new members:
  • Iana Castro, representing the Marketing Department
  • Andy Do, representing the Finance Department
  • Steve Gill, representing the Lamden School of Accountancy
  • Gary Grudnitski, representing the Undergraduate Program
Thanked, in absentia, for their service are Xudong An, John Anderson, Kevin Hee and Lois Olson.

2. PAC Membership/Policy File
The committee reviewed the CBA Policy File regarding PAC membership and responsibilities.
The following changes are recommended to the CBA Steering Committee as changes to the CBA Policy File:
   a. Add the following to the membership list, “And designated program representatives as appropriate.”
      i. This change is necessary to allow individuals who are knowledgeable and involved in the assessment processes of various CBA programs to bring their expertise to the PAC. Further, it ensures assessment representation and accountability for CBA programs beyond the MBA, BSBA, and those residing in academic departments.
   b. Edit the first responsibility of the PAC to read: “Coordinating departments’ and programs’ responses to assessment-related such actions taken by the senate, the administration, the chancellor’s office, etc., in the area of policy.”
      i. This change is designed to clarify the PAC’s focus on assessment.
   c. Delete the following responsibility: “Serving as a channel of communication between the College and the Senate Committee on Academic Policy and Planning.”
      i. This change eliminates a statement that is unclear and a responsibility that is not exercised by the PAC.
   d. Modify the last responsibility of the PAC through elimination of text as indicated:
      “Reviewing and approving curriculum change proposals as requested by the Graduate Committee and the Undergraduate Committee. If such proposals require College-wide coordination or have resource or budgetary implications, the matter shall be referred to the Steering Committee before final approval is given. Approved proposals not requiring further coordination will be sent to the Dean’s office for University approval and implementation through the appropriate committees or channels.”
i. This change eliminates a process that required the PAC to make judgments regarding whether or not a given curriculum proposal had coordination and/or resource implications. The committee believes that such judgments are beyond the scope and expertise of the PAC. Further it eliminates the cumbersome and slowing process by which the PAC was required to table any proposal that was sent to the Steering Committee for consideration until such time that the Steering Committee had provided feedback to the PAC on issues unrelated to the PAC’s responsibilities.

3. Annual PAC Schedule and Report Deadlines
   The committee reviewed the annual schedule it established in February 2013:
   - **Summer**: Representatives analyze data and report assessment findings (via WEAVE) for the previous academic year. The deadline for reporting via WEAVE is August 1st.
   - **Fall**: Representatives schedule time with their unit (department, department sub-group, or curriculum committee) to present assessment findings from the previous academic year and to determine appropriate loop-closing activities. WEAVE is then modified to reflect the decided-upon loop-closing.
   - **Spring**: Representatives present the previous year’s findings and loop-closing activities to the PAC for review and feedback.

   This schedule operates in parallel with the activity required to plan and collect assessment data for targeted student learning outcomes throughout a given academic year.

   The committee discussed the challenges of summer data analysis and findings reporting as these activities are frequently dependent on the representative’s ability to get data from faculty members who were responsible for collecting it during the previous academic year. It was agreed that representatives should work with designated faculty to remind them on a regular basis of the need for timely submission of data. Further, it was agreed that an absolute deadline of the end of Spring term (before faculty members depart for the summer) will be set for data submission to the PAC representative. The PAC reviewed the August 1st deadline for WEAVE updating/reporting and decided to maintain this deadline.

4. WEAVE
   Krentler informed new PAC members that they have been added to the WEAVE system. Krentler will work individually with new PAC members to provide WEAVE training as necessary.

5. Fall Agenda
   The committee recalled that representatives from three units were unable to report on the previous year’s findings and loop-closing activities (as described above in Item #3) during Spring 2013 due to lack of time. These three units, the Lamden School of Accountancy, the Finance Department, and Specialized & International Programs, will make presentations of their unit’s 2011-2012 findings during the current semester. Every effort will be made during the current
academic year to ensure that all presentations from the previous year are made during the Spring term as specified by the schedule delineated in Item #3 above. Pending adequate time following curriculum issues on the agenda, Steve Gill will report on the Lamden School of Accountancy’s 2011-2012 assessment findings and loop-closing at the September 13th PAC meeting. Presentations from the Finance Department and Specialized & International Programs will be scheduled later in the semester. Finally, the committee was reminded to schedule meetings with their units where assessment findings from 2012-2013 will be presented and loop-closing activities will be determined during Fall (the current) term.

6. **Curriculum – MIS 290, 686, 687, 688, 695, 697, 750, 752**

PAC reviewed curriculum.

a. **MIS 290**: This course, Business Communication is being moved from the MIS Department to the RWS Department. PAC reviewed the change with particular attention to the course-level SLOs and the course’s role in contributing to the BSBA common goal of communication. The course-level SLOs will be unchanged when the course becomes RWS 290.
   - The committee voted unanimously to approve both the Course Change and the related Change of Program.

b. **MIS 686, MIS 687, MIS 688, MIS 695, MIS 697, MIS 750, MIS 752**: PAC reviewed these course change proposals as a package. Each involves relatively minor changes to title and description driven by changes in the external environment (rather than assessment findings). Several of the proposals did involve changes, additions, and/or deletions to the course-level SLOs. The committee was in agreement with all proposed changes however noted problems with the wording of the SLOs for all courses. Krentler agreed to work with Robert Plice, MIS Chair, to rewrite the problematic SLOs.
   - The committee voted unanimously to approve all Course Changes for these 7 courses **subject to revisions to the Student Learning Outcomes for each course**.

7. **PAC Form**

The committee reviewed the Program Assurance Curricular (PAC) Form. Feedback from the PAC and from users of the form indicates it could be improved. The following changes will be instituted:

a. **Item #2**: This item currently asks how SLOs have changed to reflect the proposed curriculum change. The PAC has determined that it could more easily review changes if Item #2 asked for both the existing SLOs and the new SLOs.

b. **Item #5**: This item asks for a remapping of the course in question based on the proposed changes. It is worded awkwardly and has created confusion regarding its intent. Further, for changes to existing courses that do not affect the course’s SLOs, it is likely that nothing has changed in the map hence rendering a remapping unnecessary. Krentler will work to improve this item and present proposed changes to the PAC at its next meeting.
8. MBA Revisions
Heather Honea presented the latest round of changes to the revised MBA curriculum to the committee. The PAC voted to support the MBA curriculum change last spring prior to this set of changes. It was noted that three one-unit courses that were part of the previous version of the change have been dropped. These courses had been presented to the PAC as means of closing the loop on several assessment findings. These assessment findings will now be addressed through the integration of a common experience integrated into existing courses. The instructors of the existing courses will receive training that will help them build loop-closing activities into their courses.

- The committee voted unanimously to support the latest version of the MBA curriculum however it wishes to express concern about the ability of the proposed changes to effectively close the loop based on gaps noted in the assessment findings.

The PAC agreed to carefully monitor MBA assessment findings following the institution of the integration/common experience approach.

Meeting adjourned at 3:00 p.m.

Next Meeting: Friday, September 13, 2013, 1:00 p.m.; Dean’s Conference Room