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

Absent:  Amy Randel

1.  Curriculum – FIN 331
The PAC reviewed a proposal for a name change to FIN 331. Do explained that the change is required to meet external standards. No change to the course’s SLOs will occur. The committee voted unanimously to approve the change.

2.  Spring 2014
The PAC discussed both its meeting schedule and its agenda for Spring term 2014.
   a.  The committee agreed to meet on Thursday mornings from 10:00 to 11:45 during Spring term with its first meeting occurring on Thursday, January 30. All meetings will take place in the Dean’s Conference Room.
   b.  The Spring Term portion of the annual assessment cycle adopted by the PAC earlier this semester calls for presentations by departmental and committee representatives. These presentations will inform the PAC of the 2012-2013 assessment findings for the CBA’s programs and the loop-closing activities planned by the various departments and curriculum committees.
   c.  Grudnitski informed the PAC that he expects the revised BSBA curriculum package to come to the committee during spring term 2014.

3.  WASC Rubric
Krentler informed the committee that the university-level Assessment Committee is working to develop a rubric that will allow individual units (departments and programs) to self-assess their assessment efforts. This will provide an important baseline for the university as it looks ahead to WASC reaccreditation. A draft of the rubric has been developed. As a test and as a means of providing feedback on the document to the university Assessment Committee, Krentler attempted to complete the rubric for the BSBA Common Goals. Both this attempt and a blank draft rubric were distributed to each PAC member. Members were requested to review the documents and provide feedback by the beginning of Spring semester. A rubric is expected to be finalized by the university Assessment Committee by early in Spring term. It will then formally be distributed to all units on campus with a request to complete it.

4.  Course-Level Mapping
Several units on campus have begun asking faculty members to explicitly link activities used to assess the students in their courses to the course-level student learning outcomes. The information is then reported on the course syllabus. The units who are doing it have found it to be a very helpful thing for both faculty and students and not an overly onerous task. The PAC
discussed the pros and cons of introducing this requirement in the CBA. Krentler will distribute an example of what is placed on the course syllabus to PAC members. Several PAC members agreed to pilot the approach for Spring 2014. The process will then be revisited by the PAC.

Meeting adjourned at 2:45 p.m.

**Next Meeting:**
This was the last PAC meeting of the Fall 2013 semester. The next PAC meeting will be Thursday, January 30, 2014 at 10:00 a.m. in the Dean’s Conference Room.