Program Assurance Committee  
March 13, 2014; 10:00 a.m.  
Minutes

Present: Theo Addo, Iana Castro, Gary Grudnitski, Heather Honea, Kathy Krentler,  
Amy Randel, Patricia van Damme, Nik Varaiya

Absent: Andy Do, Steve Gill

1. Curriculum – MSIS Program Change  
PAC discussed a proposal to adjust the MSIS program. The program changes included the  
removal of two undergraduate prerequisites, adjustments to the required units in IS Technology  
courses, and changes to the IS Management sub-area. The committee reviewed the goals and  
SLOs of the MSIS program and concluded that the proposed changes were acceptable within the  
framework of the existing programmatic goals and learning outcomes. Based on this, the  
committee voted unanimously to approve the proposed program change.

2. Assessment Rubric  
Krentler informed the committee that the university assessment committee has finalized a  
rubric to assess the state of assessment in departments and programs across campus. The rubric  
will be distributed to department chairs in the coming weeks with a deadline for completion  
between the end of the semester. The chair of the university assessment committee may ask to  
visit chairs’ meetings in colleges to explain the rubric and encourage participation. If this is done,  
departmental assessment coordinators may also be asked to attend these meetings. The data  
will be used to assess the campus’ level of readiness with regard to assessment as WASC  
reaccreditation approaches.

3. Management Department 2012-2013 Assessment Findings  
Randel presented the findings of assessment completed on the programs in the Department of  
Management in 2012-2013 and the loop closing efforts planned by the department to address learning outcomes that fell below established benchmarks. The presentation sparked PAC discussion of a number of issues including the benchmark establishment process and the need for consistency in multi-section courses.

4. Management Information Systems Department 2012-2013 Assessment Findings  
Addo presented the findings of the assessment completed on the programs in the Department of  
Management Information Systems in 2012-2013 and the loop closing efforts planned by the department to address learning outcomes. PAC discussion on benchmark establishment, begun under Item #3, continued.

5. New Business  
The committee briefly reviewed the schedule for its remaining Spring 2014 meetings and  
identified programs that will be presenting 2012-2013 assessment findings over the course of the remaining meetings. Honea agreed to make a presentation on the MBA program at the next
PAC meeting but clarified that she will be presenting and seeking feedback on the revised assessment plan that has been developed for the program rather than presenting last academic year’s assessment findings.

Krentler informed the committee that she will enter the FERP program in summer 2014 and will be completing her FERP activity in a half-time appointment as the Associate Director of the campus-wide Center for Teaching and Learning. PAC members were encouraged to consider their interest in a half-time position as CBA Director of Assessment.

Meeting adjourned at 11:45 a.m.

**Next Meeting:** Thursday, March 27, 2014, 10:00 a.m.; Dean’s Conference Room