Program Assurance Committee
September 5, 2014; 9:00 a.m.
Minutes

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

1. WEAVE and Assessment Site Updates
   a. Course-Level SLOs
      Course-level student learning outcomes for all departments and programs other than EMBA were updated in August 2014. The lists found on the CBA Assessment website reflect these updates.

   b. Old Reports
      All annual assessment reports from pre-WEAVE days (2007 – 2011) that are posted on the CBA website have also been moved to WEAVE as archived material.

   c. Curriculum Maps
      Existing curriculum maps for all programs have been added to the document repository on WEAVE and linked to appropriate goals and student learning outcomes.

   d. Existing WEAVE entries
      Krentler reported that she had reviewed all CBA WEAVE entries over the summer and believes that in some cases existing entries could be improved upon with respect to organization. The committee discussed the idea of dedicating an upcoming meeting to a WEAVE refresher that would help PAC members and others with this task. It was agreed that this would be helpful, it will be scheduled sometime during Fall term.

2. Resources
   a. 2014-2015 Budget
      The 2014-2015 CBA Assessment budget has been approved by Dean Cradit with no changes.

   b. The Assessment Primer
      Krentler encouraged all PAC members to read and review the Assessment Primer sent by the university Student Learning Outcomes-Program Assessment Committee (SLO PAC). The primer provides a general “how to” on program assessment and ties each step of the assessment process to WEAVE with explanations of how to enter data.

   c. 2 Fall 2014 CTL Lunches
      i. September 30: Curricular Mapping: Aligning Course & Degree Learning Outcomes to Maximize Student Success
      ii. October 8: Rubrics: Powerful Tools for Instructor Efficiency, Student Achievement and Program Assessment
Krentler encouraged all PAC members to register for these two upcoming CTL lunches which focus on assessment-related issues and to encourage their departmental colleagues to also do so.

3. 2014-2015 Plans, Expectations, and Agenda
The committee discussed a memo sent from Geoff Chase, SDSU’s WASC Academic Liaison Officer, to all deans, associate deans, department chairs, and assessment coordinators. The memo outlined the campus assessment agenda for the 2014-2015 academic year and included several changes. The changes were considered point-by-point by the PAC (items a – e below).

a. The Assessment Cycle
Starting in 2014-2015 the campus will move from an annual assessment cycle to a semesterly assessment cycle. This means that rather than a single yearly deadline for having all of the previous year’s assessment findings and loop closing plans input into WEAVE, there will be two deadlines each year – one for each semester. The deadlines will be:
- May 1st for input of data, findings, and loop closing from the previous Fall semester.
- December 1st for input of data, findings, and loop closing from the previous Spring semester.

This new cycle, once fully implemented is not only more aggressive than the current campus schedule but is also more aggressive than the schedule/cycle that the CBA had previously adhered to. The PAC discussed various approaches for meeting the deadlines of the new assessment cycle. The semesterly approach will require that departments and curriculum committees devote time each semester (rather than annually) to reviewing assessment findings and planning loop closing activities. It was agreed that each representative should determine the best way to approach this with his/her department or committee, however all must ultimately adhere to the university’s new semesterly approach.

b. Refinement of mission, PLGs, & DLOs; Term Changes
This item was postponed to the next PAC meeting in the interest of time.

c. Continuation of DLO assessment
Krentler pointed out that this “new” requirement is something that the CBA has been doing for some time hence no change in our efforts will be required.

d. Student Work Samples
All programs will be expected to include samples of student work that provide examples of “meeting expectations” for any assessment completed by a rubric. These samples should be placed in the WEAVE document repository and linked to the appropriate findings. Any information identifying the individual student should be removed prior to posting. The university is also recommending the inclusion of student work samples that “exceed expectations”. Some programs in the CBA have done this previously and have
also included student work samples of “below expectations”. The PAC discussed this and decided that “below expectation” samples should not be included. Existing ones will be removed. Krentler informed the committee that in the future it may be that students will be asked to sign releases at the beginning of a term when sample work might be drawn. This has not been finalized to date.

e. **Inclusion of all degrees in assessment efforts**

Krentler pointed out that this “new” requirement is something that the CBA has been doing for some time hence no change in our efforts will be required.

f. **Mapping**

The university will begin the process of requiring curriculum maps for programs by inserting this requirement into the Program Review process. Hence it will take 5 – 7 years before all campus departments and programs meet the requirement. All programs in the CBA currently have curriculum maps that were produced for our last AACSB visit. The maps were produced in summer 2012 based on data collected in spring 2012 hence they are somewhat out-of-date. The PAC agreed that we should work to update all CBA maps. This process will begin by having as many PAC members as possible attend the September 30th CTL lunch on mapping. Later in the semester a PAC meeting will be dedicated to a mapping workshop. Reps should then be prepared to collect updated data from their departments and update the existing curriculum maps.

g. **Learning Communities**

The Center for Teaching & Learning (CTL) is introducing campus-wide Learning Communities. Krentler distributed information on this initiative and encouraged all PAC members to consider joining one of the communities.

4. **Curricunet & Assessment**

The committee discussed the change from a paper-based curriculum proposal system to Curricunet, an online system. The forms used in the new system are somewhat different from the old forms. Discussion focused on the changes to the proposal forms that relate specifically to assessment. With respect to the new course proposal form, the significant assessment-related changes occur on P. 13 in a section titled Student Learning Outcomes. Proposers are asked to identify up to five course-level student learning outcomes, describe the course activity that delivers content for that SLO, and describe the activity that is used to assess the SLO. Similar information was required on the old course proposal form but it was not tied together and less detail was expected. The PAC discussed two major issues related to this change:

- **Courses with more than 5 SLOs.**
- **The PAC (supplementary) form currently required for all curriculum proposals in the CBA.**

Discussion centered on whether the PAC desired the required information for all course-level SLOs rather than just five and whether the current PAC form should be modified or eliminated. It was decided that it was desirable to have the required information for all course-level SLOs.
Krentler will draft a modified PAC form that requests this information and circulate it to PAC members for input.

5. Wrap-Up/Reminders/Where do we go from here . . .
   a. Dates for 2013-2014 WEAVE reporting
      This represents a transitional year in the move to semesterly reporting.
      - All 2013-2014 findings and loop closing must be input to WEAVE no later than December 1, 2014.
      - Fall 2014 findings and loop closing must be input to WEAVE no later than May 1, 2015.
   b. Register for CTL Lunches & Learning Communities
      Krentler encouraged PAC members to register for the September 30th and October 8th CTL lunches and to consider applying for a CTL Learning Community.
   c. Schedule Fall meeting with department/curriculum committee
      Krentler reminded PAC members that they should schedule a meeting with their department or committee during the current semester where findings from 2013-2014 will be presented and loop closing will be planned. This meeting would also be an excellent time to introduce the new semesterly cycle and to emphasize the need for support and help from all in the department for assessment efforts.
   d. Fall 2014 Future Meeting Agenda:
      i. September 19th:
         1. Dave Ely, Associate Dean, on Applied Assessment and the 2014 AACSB Standards
         2. Postponed discussion, Agenda Item #3b: Refinement of mission, PLGs, & DLOs; Term Changes
      ii. WEAVE refresher Workshop – to occur during a scheduled PAC meeting in October or November
      iii. Mapping workshop – to occur during a scheduled PAC meeting in October or November
      iv. Gary & Kathy on using instructors as raters – this presentation will be scheduled during Fall semester as time is found to be available.

The meeting adjourned at 11:00 a.m.

Next Meeting: Friday, September 19, 9:00 a.m.; Dean’s Conference Room