Program Assurance Committee
October 3, 2014
Minutes

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

The meeting was devoted to a workshop on curricular mapping. Topics covered in the workshop are identified below. The PAC agreed to set a deadline of the beginning of the 2015-2016 Academic Year for producing a complete, up-to-date set of curricular maps for all CBA programs.

Step One: Review what we currently have
- Review existing maps
- Identify:
  - Maps that are needed that don’t exist
    - Programs that were never mapped
    - New programs since 2012
  - For existing maps:
    - Changes to DLOs
    - New Courses
    - Deleted Courses
    - Courses that have changed
    - Courses that were not mapped

Step Two: Data needed to update
- Worksheets posted on the CBA Assessment website
  - Review “completing a worksheet”
  - Note all worksheets map to the DLO level
- Methods for collecting data:
  - Face-to-Face
  - Via Email
  - By Reviewing course SLOs
- Considerations:
  - Courses with multiple instructors?
  - Courses outside the department?
  - Courses outside the CBA?

Step Three: Turning data into a map
- Data input to WEAVE
- Exporting WEAVE map to Excel
- Finishing in Excel
- Posting map on WEAVE

The meeting adjourned at 11:00 a.m.
Next Meeting: Friday, October 17, 2014, 9:00 a.m.; Dean’s Conference Room