Program Assurance Committee
November 7, 2014
Minutes

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

Absent: Theo Addo, Steve Gill

1. CBA Policy File Revisions
The PAC reviewed Section 5.3 of the CBA Policy Statement which refers to the Program Assurance Committee. PAC had been asked to do this review by the Steering Committee. Several changes to the description of the committee, its name, its membership, its operation, and its responsibilities were discussed. The committee voted unanimously to approve the changes. These recommendations will be forwarded to Bruce Reinig, Steering Committee chair.

As a result of its review of the Policy Statement, the PAC discussed its role in the curriculum process within the CBA. Currently all curriculum proposals are expected to have a PAC form attached and all are reviewed by the PAC. Grudnitski pointed out that many course change proposals have no issues related to learning goals and outcomes or their assessment hence their review does not fall within the scope of the PAC. With the initiation of Curricunet in Spring 2015, such proposals will not even address assessment-related issues. Following discussion the committee concluded that it would like to review all program-level curriculum proposals and all new course curriculum proposals however PAC review of course change proposals should be undertaken only when the curriculum committees (graduate and undergraduate) deem there to be assessment-related issues. In such cases the appropriate curriculum committee should request that the PAC review the proposal. If this is not the case, the proposal should not be sent to the PAC for review as this slows the curriculum process and there is no value added by a PAC review. This change is reflected in the Policy Statement recommendations being sent to the Steering Committee. Krentler agreed to draft a revised PAC form that reflects this change. The revised form will be reviewed by the PAC at its next meeting.

*The remainder of the agenda was tabled as three committee members needed to leave for job candidate presentations. The agenda will be continued at the next PAC meeting.*

2. CBA Assessment Culture Survey Results
3. AACSB Applied Assessment Take-Aways
4. Reminders

Meeting adjourned at 9:55 a.m.
Next Meeting: Friday, November 21, 9:00 a.m.; Dean’s Conference Room.