Program Assessment Committee  
February 24, 2015; 11:00 a.m.  
Minutes

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

1. FYI Items
   a. PAC Policy File Changes  
      All proposed changes related to the PAC passed the recent CBA vote. The committee is now officially the Program Assessment Committee.
   b. Course-Level SLO Reviewing  
      At its last meeting, the PAC agreed that the common use of SLOs in multi-section courses should be monitored. Krentler took this to the Chairs & Directors at a December meeting with the PAC suggestion that departmental staff be asked to check syllabi as they were provided by faculty each semester. The Chairs & Directors indicated that this was not an appropriate request for staff therefore the Director of Assessment will be doing the monitoring. Krentler informed the PAC that syllabi were checked for Fall 2014 and some inconsistencies were found. Spring 2015 syllabi will be checked once all are posted in the library digital syllabus collection. Following discussion the PAC agreed that inconsistencies, when noted, should be pointed out to the appropriate department chair who will be asked to speak to the faculty member.
   c. Release Time  
      Krentler encouraged departmental assessment coordinators to apply for release time for extraordinary service to students as described in a recent message from the associate dean. An assessment coordinator job description draft was circulated and PAC members were asked to review and provide input.
   d. WASC Exemplars  
      SDSU is up for WASC reaccreditation in 2016. The SLOPAC (university-level assessment committee) has asked each college for exemplars of 2-3 DLOs that have been measured, had data collected, posted student work samples, instituted loop closings and that “look really good” on WEAVE. Krentler has worked on the BSBA Common WEAVE entity to ensure that everything is in order. This program will be offered as the CBA exemplar.

2. Spring Reminders
   a. Curriculum Mapping  
      The PAC has set a deadline of September 2015 to have revised curriculum maps in place for all CBA programs. Krentler reminded committee members that if they planned to work on this project over the coming summer that they should collect
data from faculty during spring semester as many faculty members are not available during the summer. Krentler offered to help individual faculty members with developing plans to obtain the data. The committee will consider a refresher on the use of the mapping function in WEAVE before the end of spring term.

b. **2013-2014 Findings Reports Schedule**
The following schedule has been adopted for the presentation of 2013-2014 program assessment findings to the PAC:

1. Feb 24: BSBA Common & Accounting
2. Mar 24: MGT & MIS
3. Apr 14: MKT & EMBA
4. Apr 27: FIN & MBA

c. **WEAVE deadline for Fall 2014 efforts**
Krentler reminded the committee of the May 15, 2015 deadline for all findings and loop closing activities associated with assessment efforts undertaken in Fall 2014 to be put into WEAVE. The committee agreed that this deadline will necessitate spring semester departmental meetings to present the findings and develop loop closing plans.

d. **Student Work Samples**
The university has requested the inclusion of student work samples on WEAVE for all assessments that use rubrics. Below expectations samples should not be included. Any student identification should be removed and permission from the student should be obtained. The committee agreed that this effort will start moving forward, no effort is expected to post student samples from previous cycles of assessment.

3. **PAC Form Revisions**
The committee agreed that there will be four versions of the PAC form going forward:

a. New Program
b. Program Change
c. New Course
d. Course Change

Discussion occurred with respect to whether it was necessary for the PAC to review all curriculum proposals. It was agreed that new program and new course proposals should all be reviewed. With respect to program changes and course changes, the Director of Assessment will review the PAC form and determine whether the committee should review and discuss the proposal. The Director will inform committee members of program changes and course changes that should be reviewed.

4. **Curricunet**
Grudnitski provided examples of curriculum changes that would not require PAC review. He also explained that all proposals will come to PAC members via email notification hence the role of the Director of Assessment (as described in Item #4 above) in alerting PAC members to proposals they should review.
5. **Findings Reports**  
   a. **BSBA Common – Gary Grudnitski**  
      Grudnitski presented the findings of assessments of oral communication and global perspective which were completed during the 2013-2014 academic year. Both required some loop closing activities which have been determined by the Undergraduate Committee and are in the process of being implemented.

   b. **BSBA (ACC) & MSA – Steve Gill**  
      Gill presented the findings of assessments undertaken for the BSBA-ACC major and the MSA during the 2013-2014 academic year. In the BSBA program, oral communication and ethics findings suggested need for improvement and loop closings have been implemented. Assessments of the MSA program suggest no problems. Gill also presented the LSA’s plans to institute a reverse mapping process for its courses.

The meeting adjourned at 1:00 p.m.

**NEXT MEETING: MARCH 24, 2015, 11:00 a.m.; Dean’s Conference Room.**