Department Meeting Minutes, Applied Arts and Sciences

October 6, 2014

Members present: Brent Donham, Misty Lair, Annette Taggart, Tina Lancaster

Dr. Donham outlined the purpose of this and upcoming meetings:

1. Development of the Assessment plan
2. Define the Program Outcomes
3. Then focus on curriculum revision

The official title of the program is the Department of Applied Arts and Sciences. This was what was sent to the System when the program move was requested.

We had a discussion of what types of courses we accept. We’ll accept courses that come from a regionally accredited Texas public college. Our focus for recruitment should be on the higher technology students.

Assessment Plan: the catalog has very old and outdated program outcomes. This need to either be changed or listed on the assessment plan as one area that will be addressed in the upcoming year. Misty was tasked with contacting Dr. Palmer concerning the current learning outcomes.

Our new mission statement is Knowledge in Action. We need a brief summary of what that means.

We had an extensive discussion of how the assessment should work. Dr. Donham illustrated with an example of our capstone course BAAS 444. If there is a SLO in BAAS 444 for assessing writing, but the intro course is BAAS 305, then we have to insure the correct SLOs are in BAAS 305 and that the courses are taken in the correct order. This needs to be done for the entire program.

Dr. Donham explained the focus group that we need to gather from industry and also, how we need to then approach our former students as to what skills they got from the BAAS program that have been useful. The focus group will be asked what skills that are definitely needed and we filter from there, tying them back to existing courses or making new courses to insure we’re providing the right skills for our students. We had an extensive discussion of how the focus group will work and what information we need to gather. Namely, to define exactly what our students will be able to do once they’ve completed their BAAS degree and ultimately defining who we are as a program.

Next meeting is Monday, October 13 at 11. At that time, we’ll have more information from Misty and Dr. Palmer on our assessment plan.