Department of Applied Arts and Sciences

Meeting Minutes

November 10, 2014

Members Present: Brent Donham, Grady Blount, Misty Lair, Tina Lancaster, Theresa Sadler, Annette Taggart

1. Dr. Donham outlined the proceedings for our Focus Group and graduate surveys.
	1. Essentially, we’ll be looking for commonality between the two. Thus, if we find deficiencies in the program from both groups, we can consider these aligned. Then we’ll look for courses that satisfy the requirement. If there are none, we’ll look for an existing course where we could address that skill. Finally, we’ll look for existing courses on campus that could address the skill; finally, we’ll look at developing a new course.
2. Dr. Donham gave us a list of companies that will be contacted for the focus group. They are from a good representation of many industries, including fire and police and medical. Annette will contact American National Bank for a representative. Tina will send a contact for Pioneer Natural Resources.
3. The student survey will be sent to a list of recent graduates and will ask if they’ve gained a promotion or added responsibilities due to their degree; the No’s will be pulled out of consideration. The survey will consist of the basic learning outcomes from the BAAS courses, then will ask for skills that were not received during their BAAS degree.
4. Theresa will do the survey in Survey Monkey. Tina will complete the IRB. Dr. Donham will send Tina the IRB that is being used by Tech Management.
5. The date of the Focus group was chosen: January 9. We’ll meet in the meeting room at Luigi’s from 11-1.
6. We need a departmental Alumni Ambassador.
7. Misty will send Dr. Donham a retention report every Monday
8. Grady asked if anyone had objections to the inclimate weather policy. None did.
9. Monday, we’ll complete the survey questions. Everyone needs to bring their Learning Outcomes from the BAAS courses.