Meeting Minutes Template

Program Meeting Minutes	
Date	**Time**
Specify whether the meeting is virtual/face-to-face (make sure you accommodate all instructional modalities of your program.)	
Present: List all faculty invited (include embedded and or adjunct faculty teaching your program) and check those in attendance.	
I. **Welcome and Introductions**. Introduce New Faculty.	
II. Review of Minutes	
III. Program Updates. SUGGESTED TOPICS (SACSCOC 8.2b) Ensure assessment rubrics are properly aligned in Bb. ✓ Discuss faculty research on replacing assignments for artifact collection ✓ Use of a rubric for artifact rating ✓ Discuss how the specific rubric was developed/adjusted/changed ✓ Discuss how the specific assessment rubric was reviewed ✓ Discuss the results of the assessment using the rubric ✓ **Discuss strategies to improve student learning based on assessment results from the previous cycle** ✓ Communicate the timeline of when the rubric will be adopted/discontinued ✓ Discuss the assessment software update/issues	

SUGGESTED TOPICS (SACSCOC 8.2c)
 	
PART I
 	
✓ Discuss <u>Academic Services</u> that ensure student success.
✓ Identify expected outcomes
✓ Collect data
✓ **Discuss how the data will be used in the next assessment cycle.**
 	
    ➢ Use of tutoring
    ➢ Use of Academic Coaches/Advising
    ➢ Use of office hours
    ➢ Use of laboratories
    ➢ Use of Orientation sessions
    ➢ Use of Syllabus Quiz
    ➢ Use of Accommodations, etc.
 	
PART II
 	
✓ Discuss <u>Student Services</u> that ensure student success.
✓ Identify expected outcomes
✓ Collect data
✓ **Discuss how the data will be used in the next assessment cycle.**
 	
    ➢ Use of the pantry
    ➢ Use of dorms
    ➢ Use of LRC
    ➢ Use of life coaches
    ➢ Use of DTS points
    ➢ Use of Dress for Success
    ➢ Use of mock interviews
    ➢ Use of student organizations,etc.	

STUDENT ACHIEVEMENT SUGGESTED TOPICS (8.1)
 	
    ♦ Program Effectiveness Measures
    ♦ Pass Rates
    ♦ Employment Rates
    ♦ Program Completion Rates
    ♦ Student success data
    ♦ Course success data
    ♦ Course completion data
    ♦ Comparative college, peer, and statewide data
    ♦ Licensure pass rate data
    ♦ Eight-year graduate data
    ♦ Degrees awarded
    ♦ First-year earnings of graduates
    ♦ Fifth-year earnings of graduates
    ♦ IPEDS eight-year graduation rates, etc.	

SUGGESTED TOPICS (SACSCOC 8.1)
 	
List all that apply: (**The institution uses multiple measures to document student success**)
 	
Be clear about what type of assessment data you are discussing in the meeting.
 	
SUGGESTED TOPICS (SACSCOC 8.2a)
 	
o   Program Assessment Meeting Minutes
 	
     ✓ Set benchmarks.
     ✓ Provide evidence of the achievements of those benchmarks.
 	
o   OCCMA Assessment Meeting Minutes
 	
     ✓ Set benchmarks.
     ✓ Provide evidence of the achievements of those benchmarks.
 	
o   Gen. Ed./CORE Assessment Meeting Minutes
 	
     ✓ Set benchmarks.
     ✓ Provide evidence of the achievements of those benchmarks.
 	
SUGGESTED TOPICS (SACSCOC 8.2b)
 	
     ✓ Review IRA maps with faculty.
     ✓ Ensure IRA maps are correctly mapped in Bb.
     ✓ Ensure OCCMA/PSLO/Gen. Ed.-COREs are aligned in Bb.
     ✓ **Provide evidence that the planning and assessment process is ongoing.**
     ✓ Discuss assessment cycle	

IV. Curriculum Updates SUGGESTED TOPICS (SACSCOC 8.1) - Pathways - Length - Terms - Modalities - Instructional Sites - Prerequisites - Corequisites - Course substitutions - Course schedules - Intership courses	

V. Additional Comments	
V. Adjournment	

Revised – May 2025