



**PEAS Minutes**  
**October 24, 2017 (12:00 - 1:00 p.m.)**

**Voting Members in Attendance:**

Bill Wright, PhD  
Anna Blenda, PhD  
Allison Young, MD  
Jennifer Trilk, PhD  
Ann Blair Kennedy, DrPh  
Mark Carithers, MD  
Jamie Zink, M3

**Other Attendees:**

Holly Pace

**Not in Attendance:**

Jim Sullivan, M2

- I. **Meeting minutes from September 26, 2017**
  - a. Minutes are reviewed and approved
- II. **Item Challenges Discussion**
  - a. Option 1: allow for challenges to take place without any faculty response
  - b. Option 2: allow for challenges but only require a response if the grade was adjusted
    - i. Multiple members are in favor of option 2
    - ii. Jamie Zink mentions from the student perspective this is fine, and from the faculty perspective it is understandable as well. It helps eliminate responding to a student's thought process. Perhaps by doing this, it will reduce the amount of challenges submitted by students.
  - c. % of challenging for the students
    - i. Carithers suggests to move one thing at a time, change the challenge policy but leave it at 10%. Re-evaluate a few months down the road to determine if the percentage should change.
  - d. We will allow the students to submit challenges equaling 10% of the test. Faculty must only respond if the grade is adjusted.
    - i. All in favor approved
- III. **Assessment Plan**
  - a. We need to put our assessment plan in place by February 1. So we need to begin creating a process of implementation
  - b. Portions of the assessment plan have been eliminated.

- c. Would like the committee to review the final assessment plan before it is entered into the USC system
  - d. Dr. Wright will try to attend subcommittee meetings to work with them on this, and then bring it to PEAS to review.
  - e. This plan now must be done every two years instead of every year.
  - f. Allison Young mentions that some of the module titles have been changed. This should be corrected before the plan is sent.
- IV.** Step 1 data will be on next month's agenda for review and discussion.
- V.** The December meeting will be canceled. If it is necessary to hold still, we can change the date of the meeting in December. We will hold our November meeting on November 28, as scheduled.

**Meeting adjourned 12:27 pm**