

**OUTCOMES ASSESSMENT MEETING
OCTOBER 3, 2006 - CE 207 – 3: 00 PM**

Presiding: Dawn Gallinger, Outcomes Assessment Coordinator

Present: Ginger Cooper, Marty Finch, Beth Floyd, Fred Kuck, James Olm, Mark Oxley, Cammy Rowley, Brook Russell, Helen Schilling, Jim Sears, Carmen Simone, Ebba Stedillie, Pete VanHouten, Teresa Bogucki.

Absent: Megan Graham, Chad Hanson, Richard Jacobi, Scott Johnson, Doug Neubert.

The meeting was called to order at 3:00 p.m. D. Gallinger welcomed all members.

I. Virtual Office:

Dawn Gallinger reminded members to register in Virtual Office in order to be able to read posted reports and other documents regarding outcomes assessments.

II. Old Business

Update on Course Outcomes

Course outcomes are being entered into a database and will be ready within the next two weeks. All course outcomes information is being collected from the syllabi.

Update on Program Outcomes

Program outcomes information is also being entered into a different database using the documents previously collected. It is important to revise your program goals, outcomes, etc. in order to fill out the gaps in certain areas of each program. Dawn Gallinger-distributed a sample of the template designed in Excel. This template has been developed as an easy tool to enter important information regarding mission statements, goals, outcomes aligned with each of the goals, measures, analysis, timeline, and student info –if available.

Resource Room

Dawn Gallinger asked members to let everyone know in each department that a room will be available with materials regarding accreditation information to anyone interested. For the time being, her office in AD 298 will be used as a resource room until one becomes available. She asked that anyone wanting to contribute materials bring them to her office as soon as possible.

· **NCA-HLC Subcommittee Work**

The Subcommittee is still trying to get members involved in this committee. An update on the Subcommittee's work will follow.

· **General Education Committee**

D. Gallinger reported that the General Education Committee met on September 14. The Committee agreed on defining five outcomes that any general education course is associated with. The committee is still in the process of gathering as much information as possible.

III. New Business

· **Program Plans**

D. Gallinger distributed a sample report called Departmental/Report/Plan for members to read, write down-comments, and return it to her when done. This sample is a national evaluation form used as a tool to collect information on assessment methods and intended goals.

Survey Scanner

A scanner to develop surveys is available in D. Gallinger's office. Documents created in MSWord, Excel, or any other format can be scanned and produced into survey formats. Contact D. Gallinger for assistance with surveys and scanner.

Program Review

The Program Review committee, integrated by four members of each division, met in mid September and started the planning reviewing process and to make sure that outcomes are defined also.

October Daze

October Daze has been scheduled on Thursday and Friday, October 26 and October 27, 2006.

Student Services Assessment

Student Services has begun their own assessment process.

D. Gallinger will have an updated report on their progress at the next meeting.

Graduate Surveys

D. Gallinger reported that students under the WIA (Workforce Investment Act) program are required to be tracked and assessed after graduating from Casper College. For this purpose, she has developed a survey to gather information regarding employment, salaries, etc. D. Gallinger distributed a draft of a "Survey of 1st Year Alumni" for members to review and add additional questions. She welcomed ideas and suggestions to improve this survey.