

## OUTCOMES COMMITTEE MEETING MINUTES

October 30, 2009

CE 207 – 2:00 PM

**Presiding:** Kathleen Thatcher, Director of Assessment

**Present:** Jared Bowden, Jennifer Cowell, Scott Johnson, Fred Kuck, Nancy Madura, Doug Neubert, Mark Oxley, Shawn Powell, Ana Thompson

**I. Call to Order:** The meeting was called to order at 2:00 p.m.

**II. Approval of Minutes:**

K. Thatcher asked if there were revisions or corrections to the September 25, 2009 OA minutes. Motion to approve minutes, N. Madura moved to approve minutes, S. Powell seconded. All in favor. With no corrections or revisions, the minutes were approved as written.

**III. Announcements:**

**A. CAAP**

- K. Thatcher announced that the CAAP test will be administered during Spring 2010.
- Critical Thinking will be added to the writing, reading and math components.
- Lynn Fletcher will work with Kathy on the selection of sophomore level courses targeting larger size classes to maximize the amount of sampling needed for a better assessment. Also, special attention will be given to avoid duplicated students.
- The process will begin as soon as the spring class schedule is available.

**B. Center for Excellence Assessment Sessions**

- Assessment sessions have been very successful and pretty well attended. Some topics had better attendance than others:
  - Sessions on Outcomes and Rubrics had very high attendance -especially the Rubric sessions; one more Course Evaluation session will be offered early in November.
  - The Course Evaluation session had the lowest attendance. No interest?
  - More sessions with new topics will be offered next semester.
- Anyone interested in offering an assessment related session, please contact Kathy Thatcher.

**IV. Old Business**

**A. Program Level Assessment Plan**

**i. Sociology Example**

- K. Thatcher distributed copies of a proposed template for a Degree Program Assessment Plan completed by Chad Hanson for his departmental review with Dr. Simone. Chad had briefly described his program as a sample.
- Members were asked to work up a draft for their own programs and bring it to the next meeting for discussion.
- The program level assessment plan will help program improvement; it is a comprehensive instrument that can be implemented over the years since it is part of a long term process.
- Members were able to approve the document for now, noting that they may suggest changes and revisions after they go back and try to implement it in their own areas/programs.
- K. Thatcher made a motion to approve the template for now and discuss it at the next meeting. All in favor. Motion approved.

**B. Course Evaluations**

**i. Current Draft**

- K. Thatcher distributed a course evaluation draft and reported that the Course Evaluation committee met on October 23<sup>rd</sup> to revise, eliminate some questions, approve suggestions and feedback received from faculty, and the new draft reflect the changes made
- Kathy mentioned that Faculty Senate will meet early November and will have an opportunity to review it and make additional comments/changes. If more revisions are necessary, the CE committee will meet on November 6, to work on the final draft.
- K. Thatcher asked members for feedback. Some of the concerns were:

- o Is this evaluation focused on faculty rather than in a course evaluation?
- o Will the administration use it as an evaluation for faculty advancement or promotional purposes?
- o What is the policy for administering evaluations?

Some of the suggestions were:

- o The evaluations need to be standardized across campus.
- o Add "*Objective comments*" to the last sentence.
- o Add a question in Questions About Yourself:  
*Was this course required?* Answer to the above questions to a "Yes" or "No" answer.
- Kathy recommended members to pilot the evaluation whether in paper form or in a Moodle course shell. There is also the option to pilot it in Monkey survey. When using online evaluations, additional questions can be added; however, she added that online responses can be low if the instructor does not encourage students to participate. Discussion followed. Visual Arts and the Education departments are planning to pilot the course evaluation.
- Kathy noted that since Faculty Senate has not approved the template yet, it will not be mandated this semester. Folks will have to choose to pilot the new version. Anyone interested in piloting the new version should contact Kathleen Thatcher.

## V. New Business:

### A. Assessment Template for Course Level Assessment

- K. Thatcher distributed copies of a template from a Community College of Baltimore that receives many awards for their efforts in outcomes assessments. This template has been designed and used with success as a plan for improving student learning at the course level, which begins with measurable statements of what students are expected to know or be able to do upon completion of a course.
- The second sheet distributed was a list of courses that have completed the above mentioned template. It can be a useful option for faculty to start at the course level and advance to the program level. It would help to develop the program level assessment.
- She also distributed three examples from the Art, Chemistry, and English departments. She noted that on the back of the page was a section for recommendations for improvement.
- K. Thatcher asked members to think about how they might use it for their own courses and bring suggestions or comments to the next meeting. She will do more research and find additional examples for the next Outcomes Meeting.

### B. Mission Statement of the Committee

- o K. Thatcher asked members if anyone was aware of a mission statement for the committee. One member agreed to look around but no one knew off-hand of any mission statement
- o Committee members agreed that a mission statement is necessary.
- o K. Thatcher asked members to come up with a mission statement that will define Outcomes Assessment Committee for the next meeting.
- o K. Thatcher plans to bring some additional examples for the Committee to look at.

## VI. Other

**A. Next Meeting: Friday, December 4, 2009 - CE 207, 2PM.**

## VII. Adjournment:

With no further business to attend to, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

*Teresa Bogucki*

