

OUTCOMES COMMITTEE MEETING MINUTES

Friday, December 4, 2009

CE 207 – 2:00 PM

- Presiding:** Kathleen Thatcher, Director of Assessment
- Present:** Jared Bowden, Scott Johnson, Fred Kuck, Mark Oxley, Shawn Powell
- Excused:** Jennifer Cowell
- Absent:** Nancy Madura, Doug Neubert, Ana Thompson, Megan Graham, Doug Neubert, Renee Griffith

- I. Call to Order:** The meeting was called to order at 2:00 p.m.
- II. Approval of Minutes:**
K. Thatcher asked that approval of minutes be tabled until the next meeting due to lack of attendance.
- III. Old Business:**
- A. Program Level Assessment Plan Template**
- K. Thatcher mentioned that as of the last meeting, the template was approved to be used as designed and that changes will be made by the committee as needed.
- B. Course Evaluations**
- K. Thatcher reported that the Senate is planning on voting at their next meeting in December. If the Senate recommends changes, the Course Evaluation Committee will reconvene again to address any changes needed. Kathy added that the evaluations contain meaningful questions that will provide more data. It will also save time to Academic Assistant transcribing the written part of the evaluations. Most of the questions will be read by Scantron.
- C. Assessment Template for Course Level Assessment**
- K. Thatcher distributed copies of course level assessment templates from Baltimore County and other sources. She asked members to take time to review the information and bring comments to next meeting.
- IV. Mission Statement of the committee**
- K. Thatcher distributed copies of assessment mission statements from various institutions. She asked members to take time to review the information and bring comments to next meeting.
 - Members in attendance chose 3 of the mission statements that they liked specific parts from. These 3 statements will be used as a place to start in order to establish a strong mission statement for the Outcomes Committee. This will be discussed at the January meeting when more members are present.
- V. A. Next Meeting: Friday, January 29, CE 207, 2PM.**
- VI. Adjournment:**
With no further business to attend to, the meeting was adjourned at 3:00 p.m.

*Respectfully submitted,
Teresa Bogucki
Educational Resources Specialist*