

## ASSESSMENT MEETING

### Minutes

March 11, 2008

Present: Debra Backus, L. Bloom, G. Duling, Sharon Gott, C. Hakala, Seyed Mirkhani, R. Eagle

Presiding: Sherry Becker-Gorby

Regrets:

Agenda Item	Discussion	Action
Minutes	The minutes from the February 12, 2008 meeting were reviewed. Correction of date for submission of comments for strategic Goal 6 was recorded as March 4. S. Gott made a motion to accept the minutes as corrected. G. Duling 2 <sup>nd</sup> motion. The minutes were approved as corrected.	S Becker-Gorby (SB-G) will make correction, note approval date on minutes and forward to D. Silver for posting to assessment weblink.
Course Assessment: Fall 2007/Spring 2008 update	<p>The following fall 2007 course assessment reports were approved by the committee and are to be forwarded to LOT for review and approval prior to posting to the assessment web link: ENL 101, RDG 90, MTH 90, ACC 120, BUS 101, ECN 201, PSY 200, REF 221, IMT 100.</p> <p>The remainder of the reports will be reviewed at the April assessment meeting and submitted to LOT for May review. These include: MTH 123, EET 105 and MKT 260.</p> <p>Spring 2008 Course assessment. The following courses have been selected for the spring 2008 assessment cycle: MTH 95, MTH 96, PSY 213, ACC 121, ECN 202, MGT 250, ENL 102, ENL 99. No IMT courses are being offered this term. Program Directors and Full-time faculty will begin working with practitioner faculty to identify learning outcomes and indicators for this review cycle.</p> <p>Posting exam answers in course assessment reports: A concern was expressed regarding the accessibility of assessment reports on the web link and possibility of exam answers being accessible to students. Some questions may be used historically as repeat questions. Although the web link is an embedded link, it is possible that it could be accessed. To avoid this problem, the committee decided to discontinue the practice of noting</p>	<p>SB-G will forward approved reports to R. Eagle for the April LOT review.</p> <p>Program directors and full-time faculty will begin working with practitioner faculty to select outcomes and indicators for spring courses.</p>

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	<p>the correct answers in the assessment reports. Currently the assessment web link is available through direct access and through a link to the VFL. At this point, the links will stay as posted. However, further discussions will focus on need for password protect or only accessing through the VFL.</p> <p>Topics to be addressed at next meeting: Course rotation cycle and spring 2008 course assessment update</p>	
Course Evaluations: IDEA Center Pilot project update	<p>The IDEA Center pilot will be implemented in April 2008. 68 sections will be evaluated (50 traditional sections and 18 on-line sections) L. Godlove will be the contact person for this project. G. Duling; L. Godlove; M. See and SB-G are team coordinating this pilot project.</p> <p>S. Mirkhani posed possible option the IDEA Center project of using Blackboard for course evaluations. After some discussion, the committee decided to stay with the current plan of implementing the IDEA center instrument for the spring term. S. Mirkhani will set up a pilot project for Blackboard for the summer term courses. The committee will then review results and process from both projects to determine final implementation plan for fall 2008</p>	S. Mirkhani will set up a course evaluation pilot project using Blackboard for the summer 2008 term.
General Education Assessment	<p>D. Backus provided an update on the gen ed assessment project. Activities are underway for MAPP. Testing is set for today and remainder of week. Twenty-five students have been selected for the MAPP test. All students graduating with an associate degree are required to take the MAPP.</p> <p>The fall 2008 assessment week is scheduled for October 13.</p>	
Program Level Assessment	<p>SB-G presented a brief overview of HEPC proposed changes to the state policy on program level assessment. Changes are providing consistency to reporting. Eastern has never deviated from the practice of the standard program level report so this change will not negatively impact the college. The policy is also considering the inclusion of capstone or internship assessments or standardized national exams where available. This also has been an institutional practice and will not negatively impact college practices. At this point, the WVCCTCE has not been involved in planning policy changes. Dr. Stotler will be sharing the proposed changes</p>	L. Bloom must prepare and submit a program level assessment plan for the electromechanical certificate program.

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	<p>with Chancellor Skidmore and anticipates that he will move the CTCs in this direction. SB-G will keep the committee apprised of state level changes as they evolve.</p> <p>SB-G noted that L. Bloom will need to prepare and submit a program level assessment plan for the newly approved Electromechanical certificate program. The committee will review upon submission.</p>	
Student Information	<p>SB-G presented concern regarding need for more information to students regarding assessment practices. Currently, an assessment related article is submitted to the student newsletter. To date articles have addressed assessment from a general perspective and introduced students to the shift to MAPP.</p> <p>A suggestion was made to add a standard statement regarding assessment to course syllabi. This will be noted as an agenda item for the next meeting. To change the syllabus template will require a LOT approval.</p> <p>S. Mirkhani made a recommendation that emphasis be placed on informing students of the upcoming HLC visit. As a result of this discussion, the following recommendations were made. R. Eagle will work with appropriate departments to implement these recommendations.</p> <ul style="list-style-type: none"> <li>• Provide summary of HLC visit via standard email announcements sent by P. Goldizen</li> <li>• Update the TV display to include HLC information</li> <li>• Memo to faculty to remind students of mission and upcoming accreditation visit and importance to College</li> </ul> <p>C. Hakala suggested posting information in the restrooms. C. Hakala will coordinate this posting.</p>	<p>R. Eagle will contact appropriate departments and submit work orders to initiate announcements of upcoming HLC visit</p> <p>C. Hakala will prepare flyer for HLC visit and post materials in restrooms.</p>
Faculty Evaluation Regulation	<p>The faculty evaluation taskforce has conducted its first review session. The group is currently reviewing the regulation to provide recommendations for modification. Updates on progress will be presented in the Academic Services meetings.</p>	
Edumetry/SmartThinking	<p>S. Gott informed the committee that the WVCCTCE maintains a contract with SmartThinking. All institutions are given an equal allotment of</p>	

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	access. Given Eastern's enrollment, our students would have reasonable access opportunities. S. Gott will be attending a review session on SmartThinking. A taskforce consisting of S. Gott, D. Backus, C. Hakala will review the 2 software packages and provide a recommendation for implementation.	
WV Council Higher Education Council on Assessment	SB-G provided an overview of the newly formed system-wide assessment council. All state institutions will have representation on this council. The overall mission of this group is to provide recommendations for systemwide assessment initiatives and serve as a resource to institutions regarding assessment initiatives. SB-G will serve as Eastern's representative on this Council. Agendas and minutes for the Council have been added to the internal Assessment web link. The formation meeting was held in January. The next session will be held April 24.	
Strategic Goal 6	The committee reviewed strategic goal 6 and noted status of strategies. SB-G will update and forward to the committee for review and comment.	SB-G will forward to the committee for review and comment.
Next Meeting	The next meeting is scheduled Tuesday, April 15, 2008 at 10:30 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby 3/27/08

Approved: April 15, 2008