

## ASSESSMENT MEETING

### Minutes

April 15, 2008

Present: L. Bloom, G. Duling, S. Gott, C. Hakala, Seyed Mirkhani, R. Eagle

Presiding: Sherry Becker-Gorby

Regrets: Debra Backus

Agenda Item	Discussion	Action
Minutes	The minutes from the March 11, 2008 meeting were reviewed. Corrections were noted on page 3 under discussion. Change “to ate” to “to date” and “address” to “addressed”. 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>MTH 123 Fall 2007 Assessment report. S. Gott provided a summary of the course assessment conducted for MTH 123. S. Gott noted that on page 3 of the report, questions listed with an “O” in the number indicates the results for an online section. She noted that outcomes 1 and 2 were selected as follow-up for outcomes addressed in developmental algebra. S. Gott also noted that comparable results were not obtained on outcome #3 for both sections. This seems to indicate that failure to achieve this outcome may be an instructional issue.</p> <p>G. Duling moved to accept the MTH 123 report and forward to LOT for review and approval. S. Mirkhani 2<sup>nd</sup> motion to accept report after correction of chart. Motion was accepted.</p> <p>MKT 260: S. Mirkhani presented a summary of the course assessment report for MKT 260. The report contains a comparison of traditional and online course assessment results. The same instructor taught both sections of MKT 260. S. Mirkhani noted that only one of the 4 outcomes was met. Concern was expressed regarding the wording of the indicator for Outcome #1.</p> <p>S. Gott made a motion to accept the report upon correction of typographical errors. C. Hakala 2<sup>nd</sup> the motion. The motion carried.</p>	<p>SB-G will forward approved reports to R. Eagle for the May LOT review.</p> <p>L. Bloom will forward EET 105 report to SB-G for May Assessment meeting.</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 following fall 2007 course assessment reports were approved by the committee and forwarded to LOT for review and approval prior to posting to the assessment web link: MTH 123 and MKT 260.</p> <p>The remaining fall 2007 report (EET 105) will be reviewed at the May assessment meeting and submitted to LOT upon approval by the assessment committee. L. Bloom will send EET 105 report by Friday.</p> <p>Spring 2008 Course assessment. There are no changes to the list of spring 2008 courses selected for assessment. The following courses have been selected for the spring 2008 assessment cycle: MTH 95, MTH 96, PSY 213, SSC 147, 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. Almost all are in process. C. Hakala noted that he will meet with F. Skavenski regarding ENL 099.</p> <p>Topics to be addressed at next meeting: Course assessment rotation cycle and spring 2008 course assessment update</p>	
Course Evaluations: IDEA Center Pilot project update	<p>The IDEA Center pilot is underway. Traditional classes are receiving paper copies of the evaluation instrument. S. Mirkhani is working with L. Godlove to set up administration of the online sections. 68 sections will be evaluated (50 traditional sections and 18 on-line sections) L. Godlove is the contact person for this project. G. Duling; L. Godlove; M. See and SB-G are team coordinating this pilot project.</p> <p>SB-G noted that several group reports are offered in the pilot project. Additional reports are available, however, we will only participate in those that are offered in the pilot project.</p>	
Course Evaluation using Blackboard as Summer Pilot Project.	<p>S. Mirkhani had posed an alternative to the IDEA Center project. He has proposed using Blackboard for course evaluations. 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. SB-G noted that this</p>	<p>SB-G and S. Mirkhani will meet with R. Eagle to discuss next steps for this project.</p>

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	project will require additional discussion with the Dean.	
Course Evaluation Backlogs: Possible Solution	<p>S. Mirkhani has completed a proposed model to address the backlog of course evaluations. The summary report can be generated for faculty that will list all courses taught since fall 2005. The report will eliminate the results for question 26 which involved a data entry problem in fall 2006. The compiled report will provide a mean score for the courses taught by the instructor and the institutional mean score for each question. Student comments will also be included in the report. The process is automated and will eliminate the problem with typographical errors associated with the previous report process.</p> <p>The committee agreed that the summaries should be compiled and distributed. SB-G will work with R. Eagle and S. Mirkhani to set up steps for completion of project. G. Duling emphasized the need to assure and maintain confidentiality regarding results of the evaluations. This is particularly sensitive since some staff members are also students. SB-G noted that when the person is selected to compile and send reports, this importance of confidentiality will be addressed.</p>	SB-G will work with R. Eagle and S. Mirkhani to set up steps for completion of project.
General Education Assessment	General education assessment testing has been completed. Twenty-five students have been selected for the MAPP test. All students graduating with an associate degree are required to take the MAPP. Results from the testing will be provided when available.	
Compact and Strategic Goal 6	<p>The Compact update has been completed and submitted.</p> <p>SB-G will update Strategic Goal 6 with any new materials forwarded by committee members. The committee decided to retain the compact and strategic goal 6 as a standing agenda item for review (progress and additions) on a bimonthly basis.</p>	
WV Council Higher Education Council on Assessment	SB-G noted that the Council is not scheduled to meet until April 24. She will report. No new information to report at this time.	
Next Meeting	The next meeting is scheduled Tuesday, May 13, 2008 at 10:30 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby 5/5/08

Approved: May 13, 2008