

ASSESSMENT MEETING

Minutes

December 4, 2007

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

Presiding: Sherry Becker-Gorby

Regrets:

Agenda Item	Discussion	Action
Minutes	The minutes from the October 22, 2007 meeting were reviewed. The minutes were approved as presented.	S Becker-Gorby (SB-G) will note approval date on minutes and forward to D. Silver for posting to assessment weblink.
Course Assessment: Fall 2007 update	<p>SB-G asked for update on fall course assessment projects. L. Bloom noted that questions have been identified and noted that standard questions will be appended to the final exams for courses in his department. All others noted that they are on target with implementation.</p> <ul style="list-style-type: none"> • Committee agreed that fall 2007 assessment reports will be due as follows: Initial drafts submitted to SB-G by February 1, 2008 • Final Reports due to SB-G by February 11, 2008 <p>Courses included in fall assessment cycle include: ACC 120, BUS 100, ECN 201, EDF 221, EET 105, ENL 101, IMT 100, MKT 260, MTH 90, MTH 123, PSY 200, and RDG 90.</p>	
Course Evaluations: Scanning/Processing Options	Processing past course evaluations: SB-G and G. Duling noted that the plan to have a report format developed by T. Kitzmiller is now on hold. T. Kitzmiller is no longer with the College. An alternative will need to be explored. Concerns were noted about the integrity of the existing database and problems T. Kitzmiller encountered as she was trying to process data. S. Mirkhani noted that he believes some of the processing problems can be addressed. D. Backus posed the option of at least providing faculty with the original surveys. This is a possibility, details	<p>SB-G and G. Duling will meet to explore new processing options for existing course evaluations.</p> <p>SB-G and S. Mirkhani will meet to discuss Course evaluation database</p>

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	<p>for implementing will need further discussion. SB-G will meet with S. Mirkhani to discuss database issues. SB-G and G. Duling will meet next week to discuss alternatives to present to the committee.</p> <p>SB-G noted that she forwarded an email to Chancellor Skidmore stating support of a systemwide initiative to contract SCANTRON services and products. M. See and T. Riggleman also sent emails of support for the project. To date, there has been no follow-up from the Chancellor.</p> <p>IDEA Center: SB-G contacted R. Humbert at Fairmont regarding scanning software used by their institution. Fairmont has been using the course survey services of IDEA Center for at least 7 years. Overall, they have been satisfied with the service. SB-G presented a brief overview of the services and cost and Pilot project opportunity. SB-G and G. Duling had previously met and discussed options presented by the IDEA Center. If using their pilot project, the college can process 25 sections and receive individual faculty reports, group summary and data file at no cost. To process an additional 70 sections, the cost will be \$238 for diagnostic form or \$212.10 for the short form. The Committee recommended implementing the pilot project including additional sections for the spring 2008 term. The Committee also recommended using the diagnostic form since it provides faculty with additional information regarding instructional strategies. SB-G will meet with G. Duling to work out implementation steps and timeline.</p>	<p>problems.</p> <p>SB-G and G. Duling will develop the implementation plan and timeline for the IDEA Center Pilot project.</p>
<p>General Education Assessment</p>	<p>D. Backus provided an update on the gen ed assessment project. General education faculty met to review the MAPP test materials. This included: Sharon Gott, Curtis Hakala, Debra Backus, Judy Patterson, SB-G and R. Eagle (Dean). The faculty recommended implementing the MAPP in Spring 2008. Recommendation is to require the MAPP of all associate degree students certified for graduation. The test will be administered near the end of the spring semester. The Assessment Committee approved the recommendation to implement and to present the proposal to LOT. D. Backus will submit a proposal for adoption of MAPP as the general education standardized test to LOT at the next LOT meeting. Included in the proposal, she will note need to revised catalog descriptions</p>	<p>D. Backus submit proposal to LOT to adopt MAPP as standardized gen ed test and to update catalog to incorporate testing requirement for associate degree graduates.</p> <p>SB-G will review assessment plan and make needed revisions to</p>

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	<p>for graduating students to include participation in gen ed assessment as a graduation requirement. SB-G will review the assessment plan to assure needed changes are made to address inclusion of MAPP. If revisions are needed, she will bring assessment plan to the committee for final review and approval.</p> <p>D. Backus reminded the committee that she has the ETS PPT available for review for those who are interested in more detail.</p>	<p>incorporate standardized test.</p>
<p>Virtual Faculty Lounge: Update</p>	<p>SB-G noted that S. Mirkhani had sent an announcement to practitioner faculty regarding availability of the VFL. Some committee members were not certain that all faculty were contacted. Since S. Mirkhani was not present for this portion of the meeting, SB-G will contact him regarding the expressed concern as to whether faculty were informed. If announcement was not sent, then announcement will be forwarded to faculty prior to end of semester.</p>	<p>SB-G will contact S. Mirkhani regarding announcement of VFL to Practitioner Faculty.</p>
<p>Assessment Web link: Update</p>	<p>SB-G provided a status report on the assessment webpage. Link is up and available. Additional minutes and agendas need to be added. Otherwise, site is current. SB-G will work with S. Mirkhani to add the assessment web link to the VFL.</p>	<p>SB-G will forward missing minutes to D. Silver to post to site.</p> <p>SB-G will work with S. Mirkhani to add the assessment web link to the VFL.</p>
<p>EduMetry</p>	<p>S. Gott presented an overview of EduMetry. This is an assessment service providing instructional and tutorial assistance. Math and writing are target areas of assistance. Faculty submit text, syllabus and assignments to Edumetry. Services include tutoring for students, assessment reports, etc. Services can be provided for students, faculty or both. Billing for services are structured according to level of services provided. Fees can be billed to the institution or on per student basis. Fees are charged according to logon of students. Concern was noted as to possibility for abuse with this type of billing format. Committee discussed possibility of using course fees if service is adopted. Overall, the committee supports piloting the service for fall 2008 with an initial</p>	<p>S. Gott will attempt to identify one target course for possible spring 2008 implementation.</p> <p>SB-G and G. Duling will explore possible use of STUC funds to support pilot project.</p>

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	smaller pilot project for spring 2008 if possible given the short timeline. S. Gott will attempt to identify at least one section as a possible pilot for spring 2008. G. Duling noted that STUC funds maybe able to support use of this tool. Funds may possibly be carried over for fall 2008. G. Duling and SB-G will explore the use of STUC funds.	
Other: Standard Meeting time	Second Tuesday of each month at 10:30 will be the standard assessment meeting time.	
Next Meeting	The next meeting is scheduled Tuesday, February 12, 2008 at 10:30 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby 12/5/07

Approved: February 11, 2008