

**ASSESSMENT MEETING**  
**May 10, 2007**

Present: Debra Backus, Larry Bloom, Sharon Gott, Seyed Mirkhani; Tim Tirrell

Presiding: Sherry Becker-Gorby

Regrets:

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
Minutes	The minutes from the March 29, 2007 meeting were reviewed. A correction was noted to change “Boom’ to “Bloom”. The minutes were approved as corrected.	S Becker-Gorby will make correction and note approval date on minutes.
Course Level Assessment: Fall Pilot Course Reports	S. Becker-Gorby noted that all completed course level assessment reports were presented at the LOT meeting. Some corrections were noted at the LOT meeting. SB-G made corrections and resubmitted to LOT and forwarded to the program directors for their records. These included: ACC 120, ECN 201, MTH 90, MTH 99, PSY 200, and CIS 108.	
Course Level Assessment: Spring 2007 Courses	<p>A progress report was given by the program directors for pilot courses in spring course level assessment project.</p> <p>D. Backus: Questions were distributed to the faculty in the target courses. She will follow-up with faculty to obtain scoring information.</p> <p>S. Mirkhani: ACC 121 and ECN 202 are being assessed. The questions were being administered today as part of the exams.</p> <p>S. Gott: The questions have been administered in the course sections (MTH 95/96). Exams are being graded. After that point she will compile results from the indicators.</p> <p>L. Bloom: Course indicator questions were distributed to the faculty. Results will be obtained from faculty for analysis.</p> <p>Last week of June is the target date for spring course level assessment reporting. The course level assessment pilot project will be evaluated at that time for continuation/modification.</p>	

<p>Faculty Evaluations</p>	<p>T. Tirrell, D. Backus and S. Mirkhani met with several faculty for the comprehensive evaluation sessions for faculty in their respective departments. Overall, the comments regarding the process were positive. However several shortcomings were noted: lack of course level evaluations and need for revision of forms (Form B) to allow for positive feedback and professional development information.</p> <p>SB-G will forward Faculty Evaluation Regulation and forms to committee members for review and comment. This will be a focus activity at the next assessment meeting.</p>	<p>SB-G will forward Faculty Evaluation regulation materials to committee members for review and comment in prep for next assessment meeting.</p>
<p>Course Evaluations</p>	<p>T. Tirrell reported that he met with the Access resource person. The reports we are interested in generating are easy to produce from Access. It will be more efficient to work directly in Access than to continue with the current practice of converting to Excel and then generating a report. T. Tirrell noted that a “point person” for extracting the reports must be identified. C. Grapes may remain in this capacity, but that must be verified by S. Bungard. T. Tirrell will work with S. Bungard to identify the person. SB-G can serve as back-up for T. Tirrell on this activity.</p> <p>Once the “point person” is identified, T. Tirrell will have that person connect with the Access resource person to generate reports and learn the process.</p> <p>D. Backus noted that spring 2007 evaluations are ready for entry. It was decided that the evaluations can be entered as in the past. No need to change this part of the process at this time.</p> <p>A discussion came up regarding the need for the scantron. T. Tirrell and SB-G will follow-up with S. Bungard to determine status of that project.</p>	<p>T. Tirrell will work with S. Bungard to identify the “point person” for generating reports.</p> <p>T. Tirrell or SB-G will follow-up with S. Bungard regarding the Scantron project.</p>
<p>General Education Assessment</p>	<p>SB-G noted that materials for CBASE, MAPP and CAAP have been obtained. D. Backus, T. Tirrell, and SB-G will meet to review materials to determine if a standardized test may be appropriate for Eastern’s gen ed assessment. Concerns still center on sample size. SB-G calculated testing costs based on a sample of 50 and submitted the highest figure to S. Bungard for the FY 2008 budget. This will assure funds for gen ed assessment regardless of the test/process selected. May 21 at 9:00 was the</p>	<p>SB-G will schedule HARCO for the gen ed assessment meeting.</p>

	date set for D. Backus, T. Tirrell and SB-G to meet for the gen ed assessment discussions. SB-G will schedule HARCO for the meeting.	
Assessment Plan Revision	SB-G presented the revised assessment plan to LOT. The revised plan was approved by LOT. S. Bungard will work with El Alt to develop a cover to the plan. It will be copied and distributed to faculty and posted on the College web site.	
Virtual Faculty Lounge: Update	<p>T. Tirrell gave an update on the virtual faculty lounge. At this point, the student interns have completed their part of the process. T. Tirrell will ask IT if they will assume responsibility for maintaining and updating the site. If they are not interested, then an alternative for maintaining will be developed.</p> <p>An update session was scheduled to discuss additional items to add to the site. Committee members need to identify additional resources for the site. The session will be held on May 29 at 9:00 in room 152. SB-G will phone in for the session. SB-G will contact M. See to schedule the room for the meeting.</p>	<p>SB-G will contact M. See to schedule room 152.</p> <p>Committee members should review site and identify additional support materials in preparation for the May 29 meeting.</p>
Assessment Web link	SB-G is scheduled to meet with E. Alt on May 16 to continue with webpage development.	
Meeting Schedule	SB-G noted that it may be time to start shifting to a monthly schedule. The committee agreed that this is appropriate at least for summer months. The meetings will be scheduled on the 2 <sup>nd</sup> Thursday of each month at 9:00.	
Next Meeting	The next meeting is scheduled for Thursday, June 7 at 9:00 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby 5/15/07

Approved: Approved June 4, 2007