

ASSESSMENT MEETING

Minutes

October 22, 2007

Present: Debra Backus, L. Bloom, G. Duling, Sharon Gott, Seyed Mirkhani
 Presiding: Sherry Becker-Gorby
 Regrets: C. Hakala

Agenda Item	Discussion	Action
Minutes	<p>The minutes from the September 13, 2007 meeting were reviewed. Several corrections were noted:</p> <ul style="list-style-type: none"> • Page 2: Change “EFF” to “EDF” • Page 4 change “EET 10” to “EET 105”; change “de” to “due” • Page 5, rephrase sentence regarding connect with R Humbert; change “2 two three” to “two or three” • Page 7, correct typo in next meeting date <p>The minutes were approved as corrected.</p>	<p>S Becker-Gorby will make changes and note approval date on minutes.</p>
Course Level Assessment: Spring 2007 Pilot Course Reports Update	<p>An update was given on status of Spring 2007 assessment reports:</p> <ul style="list-style-type: none"> • ACC 121: S. Mirkhani will send revised version that includes chart missing from last page • ECN 202: S. Mirkhani will send revised version that includes chart missing from last page • EDF 217: Completed • EET 100: Page 12 needs updated for question 24. SB-G will make correction on chart • IMT 245: Completed • MTH 95: S. Gott will resend to SB-G • MTH 96: S. Gott will resend to SB-G • PSY 200: Completed • SSC 147: Data is pending. When provided, report will be compiled <p>SB-G will forward final versions of reports to T. Kitzmiller to file with academic proposals and reports. Reports will be sent to G. Duling for LOT status update. SB-G will have reports posted to the assessment</p>	<p>S. Mirkhani will include requested charts in the ECN and ACC assessment reports and forward to S. Becker-Gorby for posting to the assessment web page.</p> <p>SB-G will forward copies of assessment reports to T. Kitzmiller to retain with official academic records.</p> <p>SB-G will forward final copies of assessment reports to G. Duling for LOT update.</p>

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	webpage when assessment page is available.	
Course Assessment: Fall 2007 update	<p>Courses are identified for fall 2007 assessment cycle. All courses will be assessed through standard course questions embedded in the final examinations or other exam week activities.</p> <p>Courses included in fall assessment cycle include: ACC 120, BUS 100, ECN 201, EDF 115, EET 105, ENL 101, IMT 100, MKT 260, MTH 90, MTH 123, PSY 200, and RDG 90.</p>	
Course Evaluations/SCANTRON	<p>G. Duling provided an update on SCANTRON. SB-G will forward an email to Chancellor Skidmore asking consideration of a systemwide project for purchasing SCANTRON's "Class Climate". G. Duling asked to have M. See and T. Riggleman cc on the email to the Chancellor so they will have the info to support in their follow-up.</p> <p>SB-G provided a brief overview of "e-listen" a less expensive scanning and reporting software provided by SCANTRON. The software would meet reporting needs of the college, but additional equipment would also be required. Total cost of implementation would still likely exceed \$10,000. SB-G also noted possibility of purchasing a less expensive scanning software and reader and using the Access reporting function that is being explored by T. Kitzmiller. This could possibly be a transitional solution until final determination on a system wide project is available.</p> <p>SB-G noted that T. Kitzmiller is working on a prototype report for the back log of course evaluations. T. Kitzmiller believes it will be possible to extract reports in a format similar to the summary desired. SB-G will obtain status of T. Kitzmiller progress. D. Backus noted that T. Kitzmiller is finalizing spring 2008 schedule at this point.</p> <p>A suggestion was made to consider contracting with another WV College to process our course evaluations. This could also be a reasonable transitional solution. G. Duling will present this option to SALT</p> <p>SB-G will contact R. Humbert at Fairmont regarding scanning software used by their institution.</p>	<p>G. Duling will keep the committee involved of progress of the scanning project.</p> <p>SB-G will send email to Chancellor Skidmore.</p> <p>SB-G will contact T. Kitzmiller for update on course evaluation project.</p> <p>G. Duling will present possibility of contracting course evaluation processing services with another college to SALT.</p> <p>SB-G will contact R. Humbert at Fairmont regarding scanning software used by their institution.</p>
General Education	D. Backus provided an update on the gen ed assessment project. ETS is	D. Backus will finalize test

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Assessment	<p>mailing a copy of the test review application. Once completed and approved, Eastern will have 30 days to review tests. A stipend has been approved for T. Hardy to serve as a gen ed test reviewer. An additional contract may also be needed for the history/social science area. J. Patterson was recommended for this review as she is able to address multiple subjects. D. Backus will contact J. Patterson to see if she is interested in serving in this capacity.</p> <p>SB-G suggested that when the test is reviewed, that the gen ed matrix also be reviewed and approved by this test review group. This will provide the interdisciplinary review needed to finalize the matrix.</p> <p>The test review team will consist of: D. Backus, SB-G, S. Gott, C. Hakala, T. Hardy, S. Mirkhani, and J. Patterson (if she accepts).</p> <p>D. Backus noted that she has the ETS PPT available for review for those who are interested.</p>	<p>review process with ETS.</p> <p>D. Backus will contact J. Patterson to determine interest in serving on test review team</p> <p>SB-G will forward gen ed matrix to D. Backus.</p>
Virtual Faculty Lounge: Update	<p>S. Mirkhani provided a status report on the VFL. The site is now operational. An announcement must be sent to the faculty to announce the site and to provide them with access information. S. Mirkhani drafted a letter to be sent from R. Eagle as Academic Dean announcing the site. Upon approval by R. Eagle, the announcement will be sent. To expedite the process, the committee recommended that S. Mirkhani send an email announcement to faculty with Dean Eagle's letter as an attachment. S. Mirkhani will contact R. Eagle to obtain approval. It was also decided that a letter be sent via US mail to those faculty that do not tend to use email. Program Directors will send a list of faculty requiring a US mail notice to T. Kitzmiller. G. Duling will inform T. Kitzmiller of the mailing process and her role in the project. Oct 31 was set as the wrap up date for the announcement of the VFL.</p>	<p>S. Mirkhani will contact R. Eagle to obtain approval to email announcement.</p> <p>Program directors will forward names of specific faculty to T. Kitzmiller.</p> <p>G. Duling will inform T. Kitzmiller of mailing process and her role in the project.</p>
Assessment Web link: Update	<p>SB-G provided a status report on the assessment webpage. While responsibilities for the webpage are in transition, this project has been on hold. G. Duling noted that D. Silver has been newly assigned these responsibilities. SB-G will contact D. Silver to determine possible steps for continued implementation. Alternatives to the webpage were briefly discussed if the webpage is determined to not be feasible.</p>	<p>SB-G will contact D. Silver to discuss web page and possible options.</p>

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Other: Assessment survey and Practitioner Faculty Survey (Form C)	SB-G reminded the program directors that she still needs the results from the Assessment Survey and the Practitioner Faculty Survey. They are to be forwarded by Oct 31.	
Next Meeting	The next meeting is scheduled Monday, December 3, 2007 at 10:00 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby 10/25/07

Approved: December 4, 2007