

ASSESSMENT MEETING
September 13, 2007

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

Agenda Item	Discussion	Action
Minutes	<p>The minutes from the August 9, 2007 meeting were reviewed. Several corrections were noted:</p> <ul style="list-style-type: none"> • Page 3: Change “Brenear” to “Bennear” • Page 4 change “EFF” to EDF” • Remove note of exclamation on locating missing course evaluation database <p>The minutes were approved as corrected.</p>	S Becker-Gorby will make changes and note approval date on minutes.
Course Level Assessment: Spring 2007 Pilot Course Reports Update	<p>The Spring assessment reports were submitted to LOT for review and approval. The MTH 95 and 96 reports were approved as presented. Final reports will be posted to the assessment webpage.</p> <p>The reports for ACC 121, ECN 201, PSY 200, EDF 217, EET 100 and IMT 245 were also presented to LOT, but had not received approval through assessment. G. Duling noted that this shift in process was to help expedite the process while we are in self study mode. LOT noted that the reports needed to have the final review and approval of the Assessment Committee as the Academic reviewing body. LOT moved to accept the reports upon final review and approval of the Assessment committee.</p> <p>Program Directors reported on the spring 2007 assessment reports as follows: S. Mirkhani presented an overview of course assessment activities in the business department. ACC 121: 5 questions were used to assess 5 learning outcomes. 4 of the 5 outcomes were met per analysis of the data. The faculty was involved in the selection of outcomes and identification of indicators. Results were shared with faculty requesting input for modifications to the report or recommendations to the course. No major changes will be made to the</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>D. Backus will make noted revisions to the EDF and PSY assessment reports and forward to S Becker-Gorby for posting to the assessment web page.</p> <p>L. Bloom will forward final revised reports to SB-G to post to the assessment web page.</p> <p>Program directors will</p>

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	<p>course at this point. The outcome will be reassessed in the next cycle.</p> <p>ECN 201: The data has been collected for ECN 201 in both a traditional section and online section. S. Mirkhani noted that two of the 4 outcomes were met for those students in the traditional section, but not in the online section. When combining data from both sections, 2 of the 4 outcomes were met. S. Mirkhani noted that the outcomes will be monitored through the next assessment cycle before significant changes are made to the curriculum. Additional discussion points focused on the demographics of the class (i.e. Early entrance, traditional, etc). These will be a source of additional analysis as we expand the assessment initiative.</p> <p>D. Backus requested the addition of the chart noting the outcomes and attainment status for consistency of reporting. S Mirkhani will add these charts to the reports and forward to S Becker-Gorby for posting to the assessment web page.</p> <p>EDF 217: D. Backus presented the results of the assessment project. All outcomes were met per analysis of the data. No changes will be made to this course. This course will be reassessed in 2009. The faculty were involved in the selection of outcomes and indicates as well as contributing to the final draft of report and recommendation. Several typos were noted and an error in listing percentages. D. Backus will make corrections to the report and forward to S. Becker-Gorby for posting to the assessment web page.</p> <p>PSY 200: This course was not originally listed for the pilot cycle, however, M. Bennear was interested in continuing with the fall project and volunteered to continue with the assessment. Based on the data collected only for the spring 2007 sample, 2 of the 4 outcomes were met. This was a small sample (11 students). All outcomes were met in the fall 2006 sample. S. Becker-Gorby suggested compiling all groups for a more comprehensive picture. No changes will be made based on the assessment activity. However, the faculty do plan to revise the outcomes statements on the MCRF to more appropriately align the outcomes with</p>	<p>forward revised copies of all reports to G. Duling. G. Duling will present the assessment committee recommendations to LOT.</p> <p>SB-G will forward copies of assessment reports to M. See (or the new person in that position) to retain with all official academic records.</p>

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	<p>the purpose of the course. The current listing of outcomes was adopted from Southern. The outcomes were based on the textbook listed rather than on the purpose of the course. This revision will be submitted to LOT at the October meeting. This course will be reassessed in the spring 2008 term. The assessment activity will involve a second faculty. Note was made for a correction to a typo of page 3. D. Backus will correct and forward corrected report to SB-g for posting to the assessment webpage.</p> <p>SSC 147: The data was collected but not submitted by the instructor. If it is not submitted for reporting, the course will be reassessed in the Spring 2008 cycle. SB-B suggested compiling data from both semesters and then reporting if the Spring 2007 data is submitted.</p> <p>IMT 245: L. Bloom presented the results of the assessment activity from fall 2006 term. The sample was small (3). Outcomes selected for the assessment cycle were those that are considered to be basic competencies for the course specifically focusing on multiple systems. All outcomes were met, however, given the sample size the results are only meaningful for that specific sample and can not be used for course revision. This course will be retained in the new electromechanical program and assessed in this program.</p> <p>EET 100: L. Bloom presented the results of the assessment for the spring 2007 term. Outcomes selected for assessment were those considered to be fundamental competencies in the course. The sample was small (3), hence no curriculum changes will be made based on the assessment results. Two of the 3 outcomes were met (1 student failed to meet the outcome). Concern was noted regarding the indicator selected. This question may have been misleading and will be considered for revision. Note was made that establishing an assessment practice and culture was also important and that as program enrollment increases, more meaningful data can be obtained. Note was made that the chart needs to be corrected for outcome 24. This course will be transitioned to the new Electromechanical Program. L. Bloom will make corrections and forward to SB-G for posting to the web page.</p>	

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	<p>PHS 115: The data was collected but not submitted by the instructor. This course is slated for revision to incorporate a virtual lab.</p> <p>All course reports were approved as corrected. Final revised copies of reports will be sent to SB-G and Grover Duling. G. Duling will present the committee's final recommendation to LOT at the October meeting.</p> <p>Additional discussion points included: Use of lab/clinical check off or rating sheets as indicators for assessment. It was agreed that other instruments can be used for assessment rather than embedded test questions.</p> <p>Depository for documents: The assessment webpage will ultimately serve as the official depository for the Assessment Committee. However, at the request of the committee, the documents will also be forwarded to the Academic Services Coordinator to retain with MCRF and Curriculum Proposals.</p>	
Course Assessment: Fall 2007	<p>A few changes in status were noted based on course cancellations. Courses have been selected for fall 2007 assessment cycle.</p> <p>Cycle includes:</p> <p>D. Backus: EDF 115, PSY 200 and ENL 101. SSC 147 may be added to the cycle since data was not reported for the spring 2007 cycle.</p> <p>L. Bloom: EET 105 and IMT 100. L. Bloom noted the high enrollment in the IMT 100 course due to scheduling accommodations for ATK.</p> <p>S. Gott: MTH 90, MTH 123 and RDG 90. MTH 99 was cancelled due to low enrollment and replaced with MTH 123.</p> <p>S. Mirkhani: ECN 201, ACC 120, MKT 260 and BUS 100. S Mirkhani noted that an enrollment of 45 for the ECN course. This will include a live and online section allowing for comparison regarding instructional</p>	

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	<p>modalities. The Accounting course is offered as a web-conferencing course. This will also allow assessment based on student reaction to instructional modality. Marking also has live and an online section, again allowing for comparison between instructional modalities.</p>	
<p>Course Evaluations/SCANTRON</p>	<p>G. Duling provided an update on SCANTRON. Two less expensive alternatives were presented to the college. One alternative did include a reporting option. At this point, the committee is more interested in the alternative with the reporting function. However, it was agreed that we need to have samples of the reports that can be generated before the college invests in the setup. The SCANTRON rep does plan to contact the Chancellor's office to discuss a systemwide proposal however, Eastern is against a timeline and needs to resolve this backlog of reports.</p> <p>SB-G had contacted Northern and WJU regarding their scanning processes. Northern uses Remark, but have written their own interface for more effective reporting. No response has been received from WJU. A recommendation was made to also contact Roxann Humbert at Pierpont. SB-G will make that connect.</p> <p>G. Duling will keep the committee informed progress with the scanning project.</p>	<p>G. Duling will keep the committee involved of progress of the scanning project.</p> <p>SB-G will contact R. Humbert at Pierpont.</p>
<p>General Education Assessment</p>	<p>The gen ed subcommittee/workgroup (D. Backus, SB-G) met to discuss next steps in the gen ed assessment project, i.e. review test content and make final recommendation for implementation. A core of content faculty will need to review the MAAP test. This will necessitate stipends for several faculty to cover disciplines not staff by full time employees. This may involve two or three stipends. D. Backus will work with R. Eagle to finalize stipend process. D. Backus will then contact the ETS representative to prepare a secure test review session. SB-G will forward the ETS contact information to D. Backus.</p> <p>Funds to support the spring 2008 testing should be in the current budget. SB-G had submitted a budget request to the previous administrators to include in budget preparations. The amount selected was for the highest cost test under review at the time. As a result, if the funds were listed as requested, the funds will be available for the testing session in spring</p>	<p>D. Backus will work with R. Eagle to finalize stipend process.</p> <p>D. Backus will then contact the ETS representative to prepare a secure test review session.</p> <p>SB-G will forward the ETS contact information to D. Backus.</p>

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	2008.	
Industrial Maintenance Program Termination/Audit Update	The IMT program will be terminated. L. Bloom is working with the only student to finalize a transition plan. The question remains as to what is a reasonable window for the student to complete the AAS program. SB-G asked if this student was ever registered as an AAS degree seeking student. If not, that impacts the level of obligation the college has. L. Bloom will find this information. SB-G noted that it is not reasonable for the College to continue with the program for another 2 years since there is only 1 student in the program. Recommendations were made to transition the student to the new program of into ICS. If the program will be retained for another 2 years to complete the one student, then the program audit (due Aug 2007) and review (due May 2009) will need to be completed.	
Virtual Faculty Lounge: Update	S. Mirkhani now has the access information to the VFL. He is updating contents. Once updated and reviewed by the committee, the site will be made available to faculty.	
Assessment Web link: Update	SB-G provided all current links to E. Alt to upload to the site. The intention was to have it completed before E. Alt left the College. This did not occur. Once a replacement is named or responsibilities are transitioned, SB-G will work with that person to complete the assessment webpage.	
Other: Change in Standard Meeting date	The standard meeting time for the assessment committee needs to be changed to accommodate the teaching schedule of the new faculty member (C. Hakala). The committee decided it was important to include him early in discussion to effectively orient him to the processes. He will be involved in two course assessment activities this fall. The alternatives were discussed. The committee agreed to meet on the 2 nd Monday of each month from 10:00 to 12:00.	
Other: Course Articulations with Marshall University and West Virginia University	G. Duling provided a progress report on articulation activities with Marshall University and West Virginia University. These are positive steps in building relationships with baccalaureate level institutions that will accept our students as transfer. This is also a positive step in improving Eastern's image in the community by addressing concerns regarding transferability of courses. G. Duling has met with M. Danner at Marshall. The following courses	

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	<p>have been finalized:</p> <table border="0"> <tr> <td>Eastern Courses</td> <td>Marshall Course</td> </tr> <tr> <td>BIO 101 & 102</td> <td>BSC 104 & 105</td> </tr> <tr> <td>CIS 114</td> <td>IT 101</td> </tr> <tr> <td>CHM 213</td> <td>CHM 211& 217</td> </tr> <tr> <td>CHM 214</td> <td>CHM 2122 & 218</td> </tr> </table> <p>M. Danner plans to continue the review of Eastern's catalog to provide more information on equivalencies.</p> <p>WVU equivalences (emailed as meeting follow-up)</p> <table border="0"> <tr> <td>Eastern</td> <td>WVU</td> </tr> <tr> <td>BIO 101 =</td> <td>WVU Biol 101 & 103</td> </tr> <tr> <td>BIO 102 =</td> <td>WVU Biol 102 & 104</td> </tr> <tr> <td>CHM 213 =</td> <td>WVU Chem 115</td> </tr> <tr> <td>CHM 214 =</td> <td>WVU Chem 116</td> </tr> </table> <p>A suggestion was made to add articulation information to the College website for access by students.</p>	Eastern Courses	Marshall Course	BIO 101 & 102	BSC 104 & 105	CIS 114	IT 101	CHM 213	CHM 211& 217	CHM 214	CHM 2122 & 218	Eastern	WVU	BIO 101 =	WVU Biol 101 & 103	BIO 102 =	WVU Biol 102 & 104	CHM 213 =	WVU Chem 115	CHM 214 =	WVU Chem 116	
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Next Meeting	The next meeting is scheduled Monday, October 8, 2007 at 10:00 in the HARCO room.																					

Respectfully submitted by Sherry Becker-Gorby 9/13/07

Approved: October 22, 2007