

**ASSESSMENT MEETING**  
**February 8, 2007**

Present: Debra Backus, Larry Bloom, Sharon Gott, Seyed Mirkhani  
 Presiding: Sherry Becker-Gorby  
 Regrets: Tim Tirrell

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
Minutes	The minutes from the January 26, 2007 meeting were reviewed. L. Bloom noted that The Spring target course for Industrial Technologies is “EET 100” not “IMT 100”. Minutes were approved as corrected.	S Becker-Gorby will make revisions to the minutes as noted.
Course Level Assessment: Fall Pilot Course Reports	Initial draft reports have been completed by S. Mirkhani and D. Backus. An extension was requested and granted for report submission. The deadline was extended to 2/19. S Becker-Gorby will review reports submitted to note areas of concern of possible revision to reporting process. She will report this at the next assessment meeting. Goal is to complete Course Assessment Reports for submission at the April LOT meeting.	
Course Level Assessment: Spring 2007 Courses	Courses have been identified. Program Directors will work with appropriate faculty to select outcomes for review and identify indicators to include across course sections.	
General Education Assessment	T. Tirrell, D Backus and SB-G will meet on 2/14 to discuss possible directions for general education assessment. A key question: use of standardized tests for general education or use of reasonable alternatives for meaningful assessment. SB-G noted that WorkKeys testing will still be used in the CP and AAS programs. These are required by WVCCTCE and used as indicators for Perkins Reporting. SB-G asked program directors to review WorkKeys performance levels established for their programs in relation to the learning levels deemed appropriate for courses in the curriculum. Details for the performance levels are available on the ETS website.	SB-G will forward the WorkKeys web link to program directors.
Assessment Plan Revision	SB-G presented a summary of areas being revised in the assessment plan. The revisions will be forwarded shortly (computer problems delayed submission) Items to be revised include: titles of staff members, revision of the “Assessment Funnel” chart combining Process and Near Term	SB-G will submit file with noted changes.

	Level categories; addition of feedback loop to general guidelines; note regarding confidentiality for survey results and student information; inclusion of internship in program level assessment; deleting “Writing Across Curriculum”; revision of gen ed section based on results of work to be completed by the subgroup working on gen ed assessment; inclusion of Dr Solomon’s 5 questions for evaluation of assessment plan; inclusion of section on course level assessment.	
Virtual Faculty Lounge: Update	Update of info tabled until next meeting	
Next Meeting	The next meeting is scheduled for Thursday, February 22 at 9:00 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby 2/13/07

Approved: March 13, 2007