

ASSESSMENT MEETING
March 29, 2007

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

Agenda Item	Discussion	Action
Minutes	The minutes from the March 13, 2007 meeting were reviewed. No corrections were noted. The minutes were approved as presented.	S Becker-Gorby will note approval date on minutes.
Agenda	The Agenda was modified to allow time to work through final fall 2007 schedule issues.	
Course Level Assessment: Fall Pilot Course Reports	All completed course level assessment reports were forwarded to S. Bungard for LOT review. These included: ACC 120, ECN 201, MTH 90, MTH 99, PSY 200, and CIS 108. Course reports for Technologies have not been completed.	
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: Courses have been selected, outcomes and questions identified for assessment cycle. Faculty will be informed to include materials in final exam. PSY 200 is being added to the list since M. Bennear asked to continue the process from fall semester.</p> <p>S. Mirkhani: ACC 121 and ECN 202 are being assessed. Outcomes and questions have been identified. They are ready for implementation.</p> <p>S. Gott: Faculty have been asked to recommend outcomes for review. They will also continue with review of “Order of operations in MTH 96.</p> <p>L. Bloom (info presented by SB-G) will be meeting with IMT faculty to discuss process and select outcomes.</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. Note was made that course level</p>	

	reports must be sent to faculty in the discipline to assure opportunity for participation in the assessment process building a feedback loop for input and recommendations.	
Faculty Evaluations	<p>T. Tirrell and D. Backus will be meeting next week to review evaluation materials for faculty ready for comprehensive review. D. Backus noted that perhaps more faculty should be ready, however, classroom observations were not available from the time period prior to her role as Program Director. These files were not given to her when the former program director resigned. It is possible that these were given to the former Academic Dean. T. Tirrell noted that it is more valid to use only the reviews completed by the current program directors. SB-G noted that regardless of whom conducts the evaluations, these reports should be retained in the faculty members' files for future reference.</p> <p>S. Mirkhani will meet with T. Tirrell to discuss the materials for the faculty member in his department.</p>	
Course Evaluations	<p>A meeting was held to discuss the problem of course evaluation reporting. T. Tirrell, D. Backus, S. Gott, S. Mirkhani and S. Becker-Gorby comprise the members at this meeting. The group reviewed the Excel records for A. Meck to see if they could identify the problems with the report. In calculating the % and mean scores, the answers 'not applicable' (coded as 0) will not be included in calculations. These skewed the mean scores in all categories. It was also noted that the data was originally entered into Access. It was decided at this session, that Access would be a more effective report generating tool. T. Tirrell offered to work with a person he knows who is proficient in Access to generate the model report. S. Mirkhani will forward the Access file and the sample of A. Meck's report to T. Tirrell to develop he report prototype. A discussion followed regarding the need to automate this process by purchasing a Scantron. It would be a good measure to attempt to move to the 90s for processing reports.</p>	T. Tirrell will work with an Access specialist to develop the reporting prototype
General Education Assessment	<p>D. Backus, T. Tirrell, and SB-G met to discuss the revision of gen ed assessment. SB-G requested standardize promotional materials for CBASE, CAAP and MAPP. All materials have arrived with the exception of those from ETS. Once these arrive the group will reconvene to review materials and set a time to conduct a review of actual tests.</p>	SB-G will develop a matrix listing all gen ed outcomes and approved gen ed courses and forward this to D. Backus and T. Tirrel.

	Course mapping of gen ed courses was identified as the next step while waiting for testing materials. SB-G will develop a matrix listing all gen ed outcomes and approved gen ed courses and forward this to D. Backus and T. Tirrell. The group will meet to finalize the course mapping using available MCRFs. Content faculty will need to be involved in the review to assure appropriate linkage with gen ed outcomes. D. Backus noted that we might want to have faculty list gen ed outcomes on MCRFs. A few faculty have done this (Ex: critical thinking) which helps facilitate the course mapping process.	
Assessment Plan Revision	SB-G revised the assessment plan according to recommendations and forwarded to S. Bungard for LOT review. SB-G noted that the plan will again come back to this group to modify the gen ed assessment section once the gen ed group has finalized a recommendation.	
Virtual Faculty Lounge: Update	T. Tirrell gave an update on the virtual faculty lounge. Overall, the process is progressing well. The students have developed a workable template. Some discussion occurred regarding definition of categories and type of content to include in some categories. The VFL is being built with freeware. The survey builder is the only component that will have a cost attached. T. Tirrell will work with T. Riggelman when it is time to load the VFL onto the Eastern server. At this point, the capstone students are working on the login and building dead links. T. Tirrell requested feedback on the prototype by next Thursday.	Comments regarding revisions or suggestions for content are to be forwarded to T. Tirrell by next Thursday (April 5)
Assessment Web link	SB-G reported that there has been no additional progress on web link. She will continue to work with El Alt on this project once the fall schedule has been completed.	
Meeting Schedule	SB-G noted that it may be time to start shifting to a monthly schedule. This issue will be discussed in more detail at the next meeting.	
Next Meeting	The next meeting is scheduled for Thursday, April 12 at 9:00 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby 4/10/07

Approved: May 10, 2007