

**ASSESSMENT
MEETING
August 24, 2006**

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

Agenda Item	Discussion	Action
Program Review/Program Audits Update	S. Becker-Gorby provided a status report on the program reviews and audits completed. AA, AS and ICS program reviews were submitted to Dr M. Stotler at the HEPC office. BOS and BUS program audits have been forwarded to Dr Hoffmann, T. Tirrell and S. Bungard for review and approval prior to submitting to Dr Stotler. Early Childhood will be submitted to Dr Hoffmann, T. Tirrell and S. Bungard review and comment upon verification of changes regarding program advisory committee	S. Becker-Gorby (SB-G) will follow-up with Dr. Hoffmann to obtain permission to send BOS and BUS audits to M. Stotler. S. Becker-Gorby will forward EC Program audit to Dr. Hoffmann upon completion.
Program Level Assessment	SB-G reminded program directors of need to prepare program level assessment plans. These serve as the core of the assessment process at Eastern. Role of the capstone/internship was also reviewed. Given that program directors are in different stages of development with this process, it was decided that each program director should work individually with SB-G to finalize program assessment plans. Each program director is to send an email to SB-G with possible times to meet for plan development.	Program Directors are to schedule planning sessions with SB-G to finalize program level assessment plans.
Course Level Assessment	SB-G noted need to explore possibilities for implementing course level assessment per recommendation of Self Study Review Team. Program Directors noted that many instructors are actively engaged in classroom level assessment activities; however, there has been no systematic approach to tracking or using any of the results for curriculum change. Prior to defining a course level process, it was decided that existing practices should be identified and reviewed to discern baseline activities. A survey will be prepared to collect information on existing practices. Once identified, a systematic approach for collecting data and using for curriculum improvement will be defined. This will be the focus of the next scheduled assessment meeting.	

Data	<p>SB-G noted that student tracking functions and course level success rates can be completed by accessing information from BANNER. Not all program directors have query access to BANNER forms that will provide completion information. It was decided that T. Tirrell should forward a request on behalf of all program directors rather than forwarding individual requests.</p> <p>Program Directors also noted need for current list of majors by CIP Code. SB-G will send request for list to S Bungard</p> <p>Additional discussion regarding data needs will continue at next meeting.</p>	<p>T. Tirrell will send a work order request to T. Rigglesman to grant query access for Program Directors and SB-G to BANNER forms that can be accessed by M. See and L. Reel. SB-G will draft the request and forward to T. Tirrell.</p> <p>SB-G will send request to S Bungard for list of majors by CIP Code</p>
Practitioner Faculty: Role, training, information loop	<p>A discussion was held to determine methods to more fully engage practitioner faculty in the assessment process. SB-G is in the process of developing a faculty handbook for classroom level assessment practices. Some discussion was held about the possibility of including assessment information in a faculty e-newsletter. T. Tirrell noted that implementing such a newsletter is feasible. Budgetary concerns were also expressed. Practitioner faculty are not currently under contract to conduct course level assessment activities. Additional contracts will need to be issued for special activities.</p> <p>This topic will be continued for further development. Results from the course assessment inventory may be useful in directing this discussion.</p>	
General Education Assessment	<p>Plans need to be made to determine assessment strategies for general education. D. Backus, Tim Tirrell and SB-G will meet to determine next steps. Results of discussions will be brought back to this group.</p>	
Other		
Next Meeting	<p>Meetings will be scheduled on a regular basis on alternating Thursdays. The next meeting will be held on September 14, 2006 at 9:00 AM in the HARCO room.</p>	
Adjournment		

Respectfully submitted by Sherry Becker-Gorby

Date Approved: 9/14/06