

**ASSESSMENT MEETING**  
**September 14, 2006**

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

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
Minutes	Minutes from the August 24, 2006 meeting were distributed and reviewed. Minutes were approved as presented.	
Program Level Assessment	<p>SB-G reminded Program Directors about need to schedule individual sessions to work on program level assessment plans. Target is to have initial session scheduled and completed by October 6.</p> <p>S. Gott has been working with SB-G on the developmental studies assessment plan.</p> <p>Program Directors asked SB-G to set appointments rather than sending her a list of possible meeting times</p>	SB-G will send appointment dates to each Program Director
Course Level Assessment	<p>Primary Focus of meeting: develop initial draft of assessment inventory to be administered to faculty; identify reasonable process for course level assessment; identify target courses and define pilot project for immediate implementation and conclusion by end of Spring 2007.</p> <p>Discussion focused on identifying classroom and course level assessment activities that are currently being used by faculty. These may include formative assessment Classroom Assessment Techniques (CAT), embedded exam questions, journals, applied activities, etc. Intention is to attempt to build upon existing faculty practices, when possible, rather than add additional layers to the assessment process. An initial draft of an inventory will be prepared for review at the Sept. 28 assessment meeting</p> <p>Embedded assessment: Discussion centered on possibility of having standards questions embedded in exams for all sections of a target course. This is a process that S. Gott will be using in developmental math and target college level math courses. Program Directors agreed that this is a reasonable approach to address attainment of course learning outcomes.</p>	<p>D. Backus will send list of CAT's from Assessment textbook to SB-G</p> <p>SB-G will prepare initial draft of faculty assessment inventory</p> <p>Program Directors will identify target courses, outcomes and develop exam questions for fall pilot course assessment.</p> <p>SB-G will work with L. Bloom regarding meeting outcomes and assignments.</p> <p>Program Directors will</p>

	<p>Concerns were noted that it will be important to assure that outcomes addressed are linked to program level learning as well. D. Backus encourage program directors to use program outcome matrices as reference when identifying courses and outcomes for pilot projects. T. Tirrell noted that comprehensive examinations are not necessarily administered in all courses/sections. A further discussion will be held in academic services meetings to determine if a comprehensive exam or assignment should be required for all sections.</p> <p>The following activities were decided for initial course level assessment:</p> <ul style="list-style-type: none"> <li>• Academic Program Directors will identify 2 target courses for Fall and 2 target courses for Spring terms for initial course level assessment activities. Tentative listing: D. Backus will target EDF 217, CIS 108, PSY 200, SSC 147; S. Mirkhani will target ACC 120, ACC 121, ECN 201, ECN 202.</li> <li>• Select two – four outcomes to assess for each term assessed</li> <li>• Prepare questions used to assess target outcomes. Questions are to be distributed to all faculty teaching target courses in the pilot term. Questions can be prepared to use as an attachment to the final exam. Completed sheets will be returned to the respective program director for analysis.</li> </ul> <p>Implementation is set for Fall 2006.</p>	<p>contact faculty teaching target courses to inform them of process and participation requirements.</p>
Next Meeting	The next meeting is scheduled for September 28, 2006, 9:00 – 11:00 in the HARCO room.	

Respectfully submitted by Sherry Becker-Gorby  
Approved September 28, 2006