

ASSESSMENT MEETING
September 28, 2006
Revised 10/9/06

Present: Debra Backus, Larry Bloom, Sharon Gott, Seyed Mirkhani, Tim Tirrell

Presiding: Sherry Becker-Gorby

Regrets:

Agenda Item	Discussion	Action
Minutes September 14, 2006 Meeting	The Minutes from the September 14, 2006 meeting were reviewed. The minutes were approved as presented.	
Course Level Assessment: Survey/Inventory List	<p>SB-G presented the initial draft of the faculty survey inventory. Discussion focused on purpose and scope of instrument, content revisions, cover letter, and method of distribution.</p> <p>Purpose and scope: The committee agreed to maintain initial purpose of instrument to determine baseline activities of faculty regarding course level assessment activities; feasibility of using current practices and analysis of data generated through course assessment activities. Follow-up activities will be determined once initial survey is administered and analyzed. The scope was broadened to address staff development needs.</p> <p>Inventory/Survey Content revisions: Typographical errors were noted and will be corrected on the 2nd draft of the instrument. Additions to the instrument include:</p> <ul style="list-style-type: none"> • Addition of identifiers: name, date, courses taught that semester • Additions to the CAT listing: portfolio, electronic portfolio • Assessment training activities needed • Training format desired • Interest in web resources and faculty chat room • Comment question <p>Cover letter: the committee discussed content of a cover letter to be included with the survey. Content will include purpose of the instrument, expectations for completion and return instructions. SB-G will draft a cover letter/purpose statement to include with the survey. The draft will be reviewed and revised at the next meeting.</p> <p>Method of distribution: The survey will be distributed primarily via email. A paper copy will be sent via US mail to those faculty that do not use</p>	<p>S B-G will revise the survey/inventory per recommendations provided in the meeting SB-G will draft the cover letter to be included with the survey.</p> <p>S. Mirkhani will set up the faculty web site and organize training.</p>

	<p>email. The survey will be sent by the academic program directors to the faculty teaching in their departments. It is believed this will help to increase the return rate as well as provide opportunity for initial review of data within the department prior to final compilation.</p> <p>Staff Development Activities: The survey will serve as the basis for determining staff development activities. However, the committee agreed that a faculty chat room and conferencing would be beneficial.</p> <p>Target is to administer survey by the end of October</p>	
<p>Course Assessment: Target Courses and Pilot Progress</p>	<p>Terms of agreement for exam questions: Faculty in each section must use the identified questions, questions are to be graded; faculty are to be given the opportunity to develop/react to/revise exam questions; questions can be given in final exam or in chapter exams but administration must be consistent for each course; questions can be added as a last page or integrated within the examination; faculty will provide an item analysis of each question to be submitted to the Academic Program Director</p> <p>Target courses selected for the pilot project are listed below:</p> <ul style="list-style-type: none"> • General Education and Early Childhood: CIS 108, SSC 147, PSY 200, EDF 217 • Business: ACC 120, ACC 121, ECN 201, ECN 202 • Developmental Education: MTH 90, MTH 95, MTH 96, MTH 99 • Technologies: IMT 100, IMT 105, IMT 220, IMT 245, EET 100 <p>Updates were given on pilot project progress</p> <p>Developmental: All courses have a pre/post test system in place; exam questions are being linked to the course outcomes; will develop cycle for assessment of selected outcomes. Outcomes will be reviewed on a 3 year cycle; some practitioner faculty are engaged in the pilot project.</p> <p>Business: S. Mirkhani provided copies of the syllabi selected outcomes and exam questions that will be used on exams for each section of pilot courses taught. 4 outcomes were selected for each course. Standard questions will be used in online and traditional format courses. Instructors may use other questions, but those provided must be included on the exams.</p>	

	<p>Technologies: May need to do mixed format exam and tracking of application exercises given the nature of the lab activities. IMT 100 will use a standard set of exam questions; will meet with faculty to determine most appropriate methods given instructional format; provided examples of lab practical tracking.</p> <p>General Education/Early Childhood: Outcomes have been selected; met with faculty to inform of process and identify questions.</p> <p>Target is to have outcomes selected, exam questions and process ready for implementation by end of October.</p>	
Next Meeting	The next meeting is scheduled for October 12, 2006 9:00 in the HARCO	

Respectfully submitted by Sherry Becker-Gorby
Approved: 10/9/06