

OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA

October 10, 2007

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

- Approval of April 17, 2007 minutes
- Committee photo shoot
- New members: Larry Curtis--Arts, Humanities, Social and Behavioral Sciences Division (through Spring 2010) and Chris Hilton-- Arts, Humanities, Social and Behavioral Sciences Division to replace Karl Brake (through Spring 2009).
- Web site update/assessment instruments update
- CCSSE (Community College Survey of Student Engagement) Summary and discussion of use of results
- CAAP Summary and discussion of dissemination of information and use of results
- 2007-2008 Committee goals

OUTCOMES ASSESSMENT COMMITTEE MEETING

Oct 10, 2007

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

Approval of April 17, 2007 minutes	Minutes are posted on EWC web site. They were to be reviewed and approved, but projection system was not available in conference room. They will be reviewed and approved at the next meeting.
Committee photo shoot	A photo was taken of the current membership of the committee and will be posted on the EWC web site. Some members were not in the photo.
New members	Larry Curtis--Arts, Humanities, Social and Behavioral Sciences Division (through Spring 2010) and Chris Hilton-- Arts, Humanities, Social and Behavioral Sciences Division to replace Karl Brake (through Spring 2009).
Web site update/assessment instruments update	<p>The EWC web site now includes the summary outcomes assessment report, the assessment plans, the minutes of the previous academic year, the members of the committee, the tasks of the chair and the members, and the committee goals and achievements of the prior academic year. Members were encouraged to share these links with their divisions.</p> <p>The assessment instruments are not yet available for the current year. There is a continuing delay in making the instruments available each year as a system has not yet been perfected to “group” the individuals taking the various assessments. Full time faculty and some part time faculty members complete CATS, Course, and Program Assessments. Adjunct and concurrent faculty complete CATS only. Kimberly Russell is working on a system to develop these lists in a more efficient manner.</p>
CCSSE (Community College Survey of Student Engagement) Summary and discussion of use of results	<p>A brief summary was distributed to the members of the results of the CCSSE. The committee determined that results relating to “below the mean” items affecting student learning should be addressed by the committee in the form of a recommendation to IAC. Committee members will also take the summary results back to their division for discussion. The recommendation to IAC will be drafted and approved by the committee at the next meeting. The recommendation will include changes to the program review instrument to emphasize the use of the CCSSE results for needed program changes.</p> <p>Discussion centered around the following “below the mean” results: prepared two or more drafts of a paper or assignment before turning it in; analyzing the basic elements of an idea, experience, or theory; number of written papers or reports of any length; worked on a paper or project that required integrating ideas or information from various sources; preparing for class.</p>
CAAP Summary and discussion of dissemination of information and use of results	<p>Marilyn Cotant shared the results of the May 2007 CAAP. She noted that we were above the national mean in all areas. She then reported to the committee members the national mean and the EWC scores. Melissa handed out a section of the PowerPoint from CAAP which covered the elements tested for the English section.</p> <p>Members of the committee will share the results and the English section content with their division members and discuss the level of results. In particular, discussion should focus on defining “success” at EWC in terms of the relationship of the results to the national average. Is being close to the average acceptable?</p> <p>Again, based on these results, the committee will make a recommendation to IAC to integrate these results into the program review.</p>
Communication Competency Survey	Members will take a short survey back to the divisions concerning the communication core competency. Results will be discussed at the next assessment meeting.
Committee Goals/Plan update	This agenda item was delayed until the next meeting, as was the current year plan update.
Next meeting	November 14; Conference Room

OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA

November 14

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

- Approval of April 17, 2007 and October 10, 2007 minutes
- Update of Student Assessment Plan
- Perkins Assessment Summary- Dee Ludwig
- Communication Competency Survey results
- Recommendation to IAC for inclusion of CAAP and CCSSE results implications to program review instrument
- 2007-2008 Committee goals (refer to April 17 minutes for discussion of possible goals)

OUTCOMES ASSESSMENT COMMITTEE MEETING

Nov 14, 2007

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

Members not present: Marilyn Cotant

Approval of minutes	Minutes of April 17, 2007 and October 10, 2007 were reviewed and approved.
Update of Student Assessment Plan	The student assessment plan was reviewed and updated. The CCSSE survey was added to the plan. The committee also discussed removing the UW Principal-Counselor Student Conference as a student assessment. The assessment activity does not provide any additional data already obtained from the UW transfer student survey.
Perkins Assessment Summary	Dee reviewed the Carl D. Perkins Vocational & Technical Education Annual Performance Report FY 2007. She reviewed how EWC has met the two primary educational goals for 2006-2007 Perkins grant and went over the performance standards and measures. The project results are posted on the EWC web page and are also shared with faculty, advisory committees, the President's Advisory Committee and our committee.
Communication Competency Survey	Survey results were reviewed. Conclusions from the survey showed that faculty feel that projects/papers/ activities they use in courses somewhat to definitely contribute to the attainment of the communication core competency, their students range between novice and proficient in attainment of the competency, and they feel that it is somewhat to very important to address the competency in their courses (general education courses are not sufficient).
IAC Recommendation	The committee approved a recommendation to IAC to distribute and include the results of CAAP, CCSSE, and Perkins assessments into program reviews.
2007-2008 committee goals	<ul style="list-style-type: none">• Prepare and facilitate faculty in-service on CAAP/CCSSE/Perkins results and how they can be used to enhance student learning.• Prepare Outcomes Assessment Summary Report and disseminate information• Ensure incorporation of assessment results into program review• Review "information literacy" tutorials and disseminate information to faculty
Library tutorials	Marilyn Miller discussed the topic areas covered by library tutorials developed for online students. She will send committee members the links to review the tutorials. These may be incorporated for face to face classes to enhance information literacy skills.
Next meeting	February 13

OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA

February 13, 2008

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

- Approval of November 14, 2007 minutes
- Review of final 2006_2007 assessment report

OUTCOMES ASSESSMENT COMMITTEE MEETING

Feb. 13, 2008

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

Members not present: Marilyn Cotant and Richard Holcomb

Approval of minutes	Minutes of Nov. 14, 2007 were reviewed and approved.
Outcomes Assessment Summary Report	The 2006-2007 report was reviewed by members and final corrections/changes were noted. Kimberly will update the report for those changes and submit it for the March board meeting. Chris will develop a PowerPoint presentation for the board. Dee will use the presentation as part of the institutional effectiveness report to the board. Melissa will be available to answer questions.
Information Literacy	Marilyn Miller will send the available links for the tutorials to the committee members. Members will review the tutorials and make recommendations at the next meeting.
Assessment committee makeup	The make up of the committee will be revised to reflect the change in job titles/positions at the college.
Future discussions	<ul style="list-style-type: none">• Ensure incorporation of assessment results into program review/action plans under the new strategic planning directions.• Facilitate use of CAAP/CCSSE/Perkins results to enhance student learning.
Next meeting	March 12

OUTCOMES ASSESSMENT COMMITTEE MEETING

March 12, 2008

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

Members not present: Marilyn Cotant

Outcomes Assessment Summary Report	Dee presented the 2006-2007 report to the Board on March 11. Discussion at the board meeting centered on comments from transfer students who met with Mel Cooper at the University of Wyoming. In particular, the students reported trouble with transfer credits and the board members questioned this. Melissa clarified that follow-up later showed that the transcripts for the students had been incorrectly posted to the student's records at UW and all problems with transfer credits were resolved. The assessment committee further discussed this area and reemphasized the recommendation to have in-house training for faculty and other advisors to enhance the student's self-advocacy and responsibility for making sure their transcripts are transferred and are correctly applied. Another board member asked what was being done about the CAAP critical thinking results being lower than the national average. Dee reported that the assessment committee has made a recommendation to the faculty council to address this when they examine the program review process.
AQIP	Dee introduced AQIP by discussing an overview handout of the AQIP cycles. She is presenting this information at the division meetings and EWC will apply to be accepted into AQIP this year. Those attending the North Central Accreditation meeting in April will attend sessions to better understand the AQIP process and will report back to the committee in April.
Information Literacy	Marilyn Miller discussed the information literacy tutorials which are being created by the community colleges throughout the state. The tutorials will be completed by Fall. They can be assigned by faculty in individual classes or can be used as part of the college studies curriculum. It is hoped that the tutorials will be available using LancerNet. Marilyn stated that many instructors focus on information literacy and that there is more happening in this area than we may be aware of. The committee discussed the importance of the topics covered in the tutorials and the need to be able to document evidence that we are addressing this core competency.
Next meeting	April 23

OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA

April 23, 2008

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

Reports from members attending NCA conference.

OUTCOMES ASSESSMENT COMMITTEE MEETING

April 23, 2008

Noon, Conference Room

Members: Marilyn Cotant, Larry Curtis, Chris Hilton, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Judy Stellpflug

Members not present: Marilyn Cotant, Chris Hilton, Richard Holcomb, Marilyn Miller

NCA conference	<p>Larry, Dee, Kimberly and Melissa each shared information from one of the many sessions they attended at the Chicago NCA conference.</p> <p>Kimberly: Shared what the next seven years would entail if EWC is accepted into AQIP.</p> <p>Dee: Shared an example of an action project by a school in AQIP. Specifically, they used the Foundations of Excellence self-study process as one of their first action plans. Dee described to the members what that process entailed and the progress the school made as they focused on retention of students through the first-year college experience.</p> <p>Larry: Shared how a school used the process of continuous improvement as a philosophy to develop a high level of customer service in their program. He shared the importance of identifying a needs area and then continually improving it, rather than identification with no effort for improvement.</p> <p>Melissa: Shared the “black holes” and major mistakes made in the assessment area and how to avoid or fill the holes.</p>
Next steps	<p>The committee will not meet again this semester.</p> <p>Judy Stellpflug is retiring and the committee thanked her for her valuable input and service. Kimberly Jensen will replace her on the committee. No other members rotated off of the committee.</p> <p>The committee will meet in the summer for a session to define and prepare for fall inservice in the assessment area.</p> <p>The committee will also work closely to ensure that their work is integrated smoothly into the new organizational structure of the college.</p>