Gary Tucker called the meeting to order at 3:04 PM after a quorum was reached.

**Voting Members in Attendance:** Ken Harrelson, Dr. Jo Ann Cobble, Dr. Steve Shore
Ms. Sara Mathew, Ms. Kathy Cupp, Ms. Rosemary Klepper, Ms. Pam Stout, and Dr. Susan Tabor.

**Absent Voting Members:** Ms. Leaugeay Barnes, Ms. Brenda Breeding, Mr. Michael Boyle and Mr. Ray McCullar

**Non-voting Members in Attendance:** Dr. Janet Perry, Ms. Vicki Gibson, Mr. Jim Schwark, Mr. Gary Tucker, Dr. Tamara Carter (for Mr. Max Simmons) and Ms. Catherine Kinyon

**Approval of the Minutes:** The motion to approve the minutes of the November 1, 2007 meeting was made by Ken Harrelson and seconded by Ms. Pam Stout.

Vote:
For 8
Against 0
Abstained 0
Motion Passed

**Assessment Week Discussion:**

Assessment Week is February 25-29. The ACT student opinion survey and three more CAAP tests (Two Writing and One Critical Thinking) will be administered during Assessment Week. The instructors of classes being impacted will receive notification prior to winter break. Dr. Steve Shore is working with Michael Cline on Poster/Banner design. Trish Bilcik is working on “Assessment Activities” to be held in the general dinning area during Assessment Week.

**National Assessment tool for Business Degree Discussion:**

The Business Department of OCCC has piloted an ETS assessment tool for Business degrees. This new assessment stems from an assessment used with four year programs. This assessment would provide more business specific information important to business curriculum development and provide a point of comparison to monitor student process through the program. This assessment will be built into Business Communication; non-Business majors taking course will be exempt. Having met with positive responses, the Business area will continue to pursue this new assessment.

**Online Student Survey Tool Discussion:**
All interested parties were invited to attend a phone based demonstration of a survey company. This assessment would be a change from the current paper SII. The system can generate follow-up questions for negative responses to obtain more specific improvement data. Faculty can design their own questions which will be viewable only by them.

Motion to adjourn made by Vicki Gibson
Seconded by Jim Schwark
Motion carried
Meeting adjourned.