

INFORMATION TECHNOLOGY DIVISION MEETING

November 7, 2006

Room 407B

Minutes

Those in attendance:

Vicki Gibson	Tom Ashby	Tim Green	Doug Gregory
Al Heitkamper	John Helton	Haifeng Ji	Sara Mathew
Anita Philipp	Brett Weber	Mary Williams	Gary Dominguez
Mike Reeves	George Maxwell	Sally Edwards	MaryGrace Berkowitz
TC Coleman			

Those absent:

Kathy Cupp - excused

Dean Gibson opened the meeting by sharing that Sally Edwards from TRIO would be joining us later.

She talked about Assessment Week that is a big deal that everyone is working on. A task force has been set up so that everything will be data driven. The target date for Assessment week is April 2-7.

She discussed the importance of the Assessment statement being in every syllabus. A hard copy of the statement was distributed but informed that an electronic copy will be given as well, for convenience.

She said that as you prepare the syllabi for spring semester, there are several things needed to be included. "Assessment Week" should be identified in weekly course schedules.

Two assessments will be done that week. All students in a class will do one or the other.

- ❖ CAAP (replaces Academic Profile Assessment) will be completed by sophomore students who have completed at least 45 CH and did all or most of their general education courses at OCCC
- ❖ CCSSE (Community College Survey of Student Engagement) evaluates the community college experience. It will be completed by students who are in the same class but do not meet the criteria in #1 above. It will also be completed by students in 1000 level courses.
- ❖ It takes about 40 minutes.

Each faculty member should plan for one contact hour of every 2000 level sections that he/she teaches to be used during assessment week for completion of these assessments. The same is most likely true for all 1000 level sections.

There will be a lot of talking about importance of assessment during this week.

Dr. Sechrist passed through the Deans that everyone needs to set their computers to time out after 5 minutes or less to the screen saver and then set for password protect on resume, or lock your computer when you walk away.

Tuition Waiver Applications are due by November 14. Dean Gibson encouraged the group to remind their students.

Dean Gibson then added one more thing about Assessment Week. The most concern that the task force come up with is "Assessment Fair" and it will be held every spring. We will have to have some type of presence there. Keep in mind what to display as IT Division.

Dean Gibson explained of successful completion (OCCC Office of institutional effectiveness report) with handouts. We started looking at GenEd, Trends appearing in the student success rate. Since we have only one GenEd class (CS1103), there are not much differences of those years. She mentioned that you don't want to reduce your curriculum in order to increase your numbers. These kinds of data will come out a lot more in the future.

Syllabi check Fall 06 result was handed out. The most important is that course description must be exactly as is in catalog. You may expand if you want, but make sure to be exact in the catalog. Term and section number is recommended field. Section number may not be important for faculty but could be for the students. She also mentioned that the late grade policy needs to be stated in syllabi, even though you will not accept any late work. Please let TC know if something we must have missed.

Fall/Summer 07 schedules have been rolled over and ready for faculty input. Department Chairs and Program Coordinators will be contacting you.

FY08 Institutional Plan Draft which is the Planning goals/activities/budget reports are due to Dean Gibson by December 2, 2006.

Leadership circle will be met tomorrow.

2007-2011 Assessment plans were completed and turned in to John Boyd.

Curriculum proposals for Fall will be November 16, 3:00 pm, everyone will need to attend.

Institutional Committee Reports

Professor Williams reported about the hiring committee of VP Academic Affair. 8 people of 26 applicants are selected, need to be interviewed.

Professor Weber reported from Faculty Development Committee. They discussed about how to utilize the development plan and performance evaluation process. Also, it is mentioned that WOW session is not flexible enough.

Professor Heitkamper reported about Curriculum Committee. The next meeting is November 19 at 4:00pm. They concerned about making changes on catalog, we need to get them in there correctly.

Professor Gregory reported as a task force member of Assessment week. He shared information about some points and problems of Assessment week in April. Dean Gibson suggested the survey to students.

Sally Edwards joined us and talked about how TRIO services are provided to students with handouts.