

## Minutes of Academic Outcomes Assessment Committee Meeting

October 2, 2012

Library 407A

AOAC Co-chair Bertha Wise called the meeting to order at 3:00 p.m.

**Voting Members in Attendance:** Susan VanSchuyver, Mendy Barr, Stephanie Hayes, Gyanendra Baral, George Risinger, Michael Snyder, James Bothwell

**Absent Voting Members:** Haining Chen, Karen Jordan, Chris Oehrlein, Kim Jameson, Beverly Schaeffer, Karen Jordan

**Non-voting Members in Attendance:** Alexa Mashlan, Janet Perry, Greg Gardner, Catherine Kinyon

**Absent Non-voting Members:** Tom Ashby, Courtney Vahlberg, Barbara King, Joyce Morgan-Dees, Jim Schwark, Max Simmons

- I. Minutes from the last meeting, April 17, 2012, were accepted.
- II. Bertha Wise passed a sign-in sheet to record attendance.
- III. Determining who already had a copy of the book *Assessing Student Learning: A Common Sense Approach* was attempted. Voting members in attendance, who did not already have a copy, were given one. Bertha Wise stated she will try to find out who else needed a copy. Greg Gardner also stated that if we needed more copies, Academic Affairs would purchase them.

Reminder: it's the intention that the books would be rotated as members move off the committee and their replacements would be given the book for reference.

- IV. The proposal for a change in the assessment planning process made last spring 2012 was read. The recommended change was discussed and modified at Deans' Council as shown below:

Proposed by AOAC:

Programs are required to submit a five year plan covering a five-year review period by the first Monday of November after the five year program review is submitted. However, program faculty would have the ability to change a five year plan during a five year cycle if they wanted or needed to make a change to the original plan. A revised plan would be submitted to the appropriate Dean by the first Monday of November of the first full year that the revised plan would be in place. The revised plan, once approved by the appropriate Dean, would then be forwarded to the Director of Curriculum and Assessment.

Modified Version by Deans:

Programs are required to submit a five year plan covering a five-year review period by the first Monday of November after the five year program review is submitted. Programs will be required to revisit their plan (although not necessarily revise and resubmit them) two years into the five-year cycle to ensure the plan was still being

implemented as presented and that the plan was providing the information needed by the program. Programs could still revise and resubmit the plan.

There was no discussion, but the modified proposal has been initiated with the 2012-2013 academic year.

- V. Program Reviews, Assessment Reports, and Feedback:
- a. Lists of programs being reviewed this year (2012-13) and next year (2013-14) were passed around, and Catherine Kinyon indicated she can provide electronic copies to the committee if so desired.
  - b. The Assessment Reports currently being completed should be available to the AOAC by November, so that feedback from the committee can be sent to the appropriate programs which will be reviewed in 2013-2014.
  - c. Program reviews currently being completed are due December 14, 2012, and Catherine Kinyon will have those ready for review by AOAC members beginning in January, 2013.
  - d. AOAC members will appraise the program reviews and provide observations, suggestions, and recommendations for improvement during January 22-February 4, 2013.
    - The feedback will be provided to the programs to consider when they are preparing the review in 2013-14.
    - Program faculty and Deans refine program reviews to discuss the merits of the AOAC committee's report. Program faculty are under no obligation to make any changes in response to suggested changes or recommendations.
- VI. Learning about Assessment: At each meeting, we will try to have a "learning opportunity" to learn something more about assessment. A brainstorming session ensued and members shared their thoughts and ideas as to what they would like to learn more about in the upcoming meetings. Among the ideas were the following, in no particular order:
- Learning how to use industry standard assessments used by external accreditation such as in technical programs, including "positive placement" and pass rates in courses
  - Learning how to provide good, effective feedback
  - How to use assessment reports and program reviews for improvement as well as what the College expectations are
  - Learning the lingo and vocabulary of assessment
  - Having brief presentations from program faculty or directors/deans for programs to be reviewed so that committee members have a better understanding of the programs' goals and outcomes
  - Practice run for developing effective feedback relevant to assessment and program reviews
- VII. Meeting was adjourned at 4:00 p.m.

Respectfully submitted by  
Bertha Wise  
Catherine Kinyon