

MINUTES OF THE ASSESSMENT COMMITTEE MEETING  
September 25, 2009 MB 2J5

Dr. Steve Shore called the meeting to order at 1:35 PM with a quorum.

**Voting Members in Attendance:** Ms. Catherine Kinyon, Dr. Kristy Bailey, Ms. Bertha Wise, Mr. Tim Green, Ms. Beverly Schaeffer, Ms. Sara Mathew.

**Absent Voting Members:** Dr. Jo Ann Cobble, Mr. Markus Smith, Mr. Mark Schneberger, Mr. Germain Pichop, Mr. Chris Oehrlein, Mr. Yuthika Kim, Mr. Brent Stafford.

**Non-voting Members in Attendance:** Greg Gardner, Ms. Susan VanSchuyver, Ms. Alexa Mashlan, Mr. Tom Ashby, Ms. Barbara King, Mr. Max Simmons, Dr. Janet Perry, Dr. Susan Tabor.

**Absent Non-voting Members:** Ms. Joyce Morgan-Dees, Mr. Jon Inglett, Dr. Jim Schwark.

**Approval of the Minutes:** There was a call for comments on the Minutes. Ms. Bertha Wise made a motion to approve the minutes as amended. This was seconded by Mr. Tim Green. The motion carried.

**Agenda Item 1:** Ms. Susan VanSchuyver presented the assessment process in the arts and humanities area.

- Does assessment influence allocation of resources? The process helps make budget requests.
- What are the challenges in program assessment process? The change of forms and terminology. Some programs have a very small number of majors. This is further complicated by the fact that some programs have a large number of general education students in courses like the humanities degree. Most programs don't have capstones; many rely on essays, surveys, projects, portfolios interviews and tests as measurement tools. Film and Video has a capstone course and as a result of the capstone projects the curriculum was redesigned to include a greater emphasis on scriptwriting.
- How is the process being improved? What should happen with the assessment information? Department directors are working directly with program faculty. Faculty are looking at the results and use whatever feedback they receive. Challenges: Programs comprised of general education courses with majors who switch suddenly to accelerate graduation create a unique problem. As the general education assessment process continues to mature, data from this process will be useful for assessing programs primarily comprised of general education courses.

**Agenda Item 2:** Mr. Greg Gardner presented the program review process

- The timeline for the process is on the OCCC webpage.
- Program Review Faculty met during Planning and Prep week.
- AOAC will probably receive the 5-year program reviews in January to start its review and feedback process.

**Agenda Item 3:** Dr. Steve Shore proposed the revision of the assessment handbook

- Ad hoc committee was formed to suggest changes: Ms. Bertha Wise, Dr. Kristy Bailey, Dr. Steve Shore, Ms. Catherine Kinyon

**Upcoming Meeting Dates:**

October 23  
November 13  
December 11  
January 22  
March 26  
April 16

**Discussion:**

Discussion of the possibility of meeting on Tuesday afternoons instead of Fridays in the spring.

Discussion of subgroups of AOAC meeting with programs the year prior to a 5-year program review to review the program's assessment reports and plans or to provide consultation.

**Adjournment:**

Meeting adjourned at 2:50 pm.