

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE**  
**TUESDAY, February 13, 2007**  
**LIBRARY 407**

Ken Harrelson called the meeting to order at approximately 3:05 p.m.

**Voting Members in Attendance:** Susan Tabor, Leaugeay Barnes, Mark Schneberger, Carlotta Hill, Steve Shore, Ken Harrelson, Gary Tucker, Sara Mathew

**Absent Voting Members:** Ms. Brenda Breeding, Ms. Judith Martin, Ms. Mary PUNCHES, Kristy Bailey, John Boyd, Jo Ann Cobble, Kayla Fessler, Tim Green, Ray McCullar

**Others in Attendance:** Max Simmons, Rosemary Klepper, Gus Pekara, Catherine Kinyon, Janet Perry, Vicki Gibson, Susan VanSchuyver

**Approval of Minutes**

- Susan Tabor made the motion to approve the February 13, 2007 Academic Outcomes Assessment Committee minutes.  
Gary Tucker seconded the motion. The motion was approved unanimously.

**Student Awareness Brochure**

Ken Harrelson provided those present a copy of the final version of the student Academic Assessment Awareness brochure. Discussion followed on the how and when to distribute the brochure. The consensus was to use the brochure to promote the upcoming Assessment Week activities scheduled for the week of April 2<sup>nd</sup> and to begin distribution the week after spring break. Locations and the process of distributing the brochure will be discussed at the March meeting. Upon further review of the document, there was also discussion of needing to update the information contained in the brochure for the fall semester.

**Assessment Week Taskforce**

Janet Perry provided information about the activities being planned for Assessment Week. The theme being used is "Measuring Up" and the activities being planned for the assessment of students include the Collegiate Assessment of Academic Proficiency (CAAP), Community College Survey of Student Engagement (CCSSE) and assessment of Global Education using an in-house instrument. Janet is working on providing a packet for each section that has been selected for assessment. These packets will contain testing material for individual students to minimize testing a student more than once using the same instrument. The CAAP test is targeted for students that have completed at least 30 hours. Those students that have completed less than 30 hours will take the CCSSE test. The Global Education test will be used for those that have completed either CAAP or CCSSE. All three instruments are designed to be completed in 45 minutes. Janet also mentioned that a survey is being developed for online students that will focus on student satisfaction as related to the online services provided by the college.

Gus Pekara provided information on the activities for students outside the classroom. These activities include an Assessment Fair in the College Union with posters and demonstrations illustrating student outcomes and an online Assessment contest with prizes. Gus also talked some about the different promotional activities that will take place leading up to Assessment Week.

### **Assessment Syllabus Statement**

Ken Harrelson provided those present a copy of the Assessment Syllabus statement. This statement will be fine tuned over the next couple of meetings. The committee will then recommend the statement to the Dean's Council for inclusion in the fall 2007 syllabus.

### **HLC Subcommittee – Review of HLC criteria**

A reminder was provided regarding the HLC meeting to be held in Chicago April 20-24. The college and the committee will be represented by Catherine Kinyon, Jo Ann Cobble, Michael Franco, Ruth Charnay, Jon Inglet, and Ken Harrelson.

Janet Perry also announced that she had recently received the HLC criteria used for the accreditation process. Janet promised to forward that information to the chair of the committee who would then forward it to the rest of the committee.

### **Onsite HLC visit – Online Programs**

A reminder was given that a small group from the HLC would be on campus to review OCCC's ability to complete programs in an online format.

### **Committee Members for next year**

Ken Harrelson then asked the committee members present to start recruiting for new members to serve next year. He also reminded the committee that Gary Tucker will chair the committee and a new co-chair will need to be selected. Ken will be taking over the role of past chair in the fall.

### **Adjournment**

The meeting adjourned at approximately 4:08 p.m.