

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE
TUESDAY, FEBRUARY 14, 2006
LIBRARY 407**

Ken Harrelson called the meeting to order at approximately 3:37 p.m.

Voting Members in Attendance: Dr. Kristy Bailey, Mr. Tim Green, Mr. Ken Harrelson (co-chair), Ms. Carlotta Hill, Ms. Kayla Fessler, Ms. Sara Mathew, Mr. Ray McCullar, Ms. Mary Panches.

Absent Voting Members: Dr. John Boyd, Ms. Brenda Breeding, Dr. Jo Ann Cobble, Ms. Judith Martin.

Others in Attendance: Dr. Jim DeChenne, Ms. Rosemary Klepper, Dr. Janet Perry, Dr. Jim Schwark, Dr. Cecelia Yoder.

Approval of Minutes

- Kayla Fessler made the motion to approve the November 8, 2005 minutes as amended with a correction to the spelling of Ken **Harrelson**'s name.

Ray McCullar seconded the motion. The motion was approved unanimously.

Student Brochure

Draft copies of the *Academic Assessment Awareness Student Brochure* were distributed. Ken Harrelson asked the Committee to view the brochure and forward him suggestions or changes. It was recommended that students have an input about the brochure. Ken Harrelson will contact the office of Student Life about making the brochure available for student inputs.

Higher Learning Commission Meeting

The Annual Higher Learning Commission meeting is scheduled for March 31-April 4, 2006 in Chicago, IL. Ken Harrelson asked the Committee to contact him if anyone is interested in attending.

Semester Activities

Kayla Fessler reported on the Accounting Program assessment. Throughout the fall semester, embedded test questions were given to designated classes of Accounting I students. All students were given the same questions which were based on a passing grade of 70%. An end of the semester report was compiled to determine how many students completed the course and made 70% on these specific embedded problems. The accounting faculty members will focus on the majority of the problems missed by students and come up with sources to improve. If this assessment method proves to be efficient, then it will be used in all accounting classes. Accounting II students are completing this assessment method throughout the spring semester.

Student Learning Activities

The Committee briefly discussed ways to encourage students to take the Academic Profile Test. The following suggestions were made: gift certificates, announce in the classrooms – build up in classroom, an assessment day, a free lunch – food voucher, a T-shirt, and announcing the test to student clubs.

Committee Members for Next Year

Ken Harrelson asked the Committee to check and see if they are rotating off the Committee and to think about a replacement.

The meeting adjourned at approximately 4:26 p.m.