

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE  
TUESDAY, MARCH 13, 2006  
LIBRARY 407B**

**Call to Order:** Mr. Ken Harrelson called the meeting to order at 3:07 PM.

**Voting Members Present:** Ms. Leaugeay Barnes, Dr. Jo Ann Cobble, Mr. Ken Harrelson (chair), Ms. Carlotta Hill, Ms. Rosemary Klepper, Ms. Sara Matthew, Mr. Ray McCullar, Mr. Mark Schneberger, Dr. Steve Shore, Dr. Susan Tabor, and Mr. Gary Tucker.

**Voting Members Absent:** Ms. Brenda Breeding and Mr. Tim Green.

**Others in Attendance:** Ms. Ruth Charnay, Mr. Dustin Fisher, Ms. Catherine Kinyon, Mr. Gus Pekara, Dr. Jim Schwark, Mr. Max Simmons, and Dr. Cecelia Yoder.

**Materials Distributed**

February 13, 2007 Minutes, March 13, 2007 Agenda, and Assessment Week Poster Bulletin Examples.

**Welcome**

Mr. Harrelson welcomed everyone to the second AOAC meeting for the Spring semester. Mr. Harrelson also welcomed guest Mr. Pekara.

**Approval of Minutes**

Mr. McCullar made the motion to approve the February 13, 2007 minutes. Dr. Tabor seconded the motion. The motion was approved unanimously.

**Assessment Week Taskforce – Update on Planning**

Mr. Pekara reports posters are currently being printed to be hung during Assessment Week and that bullet items are being solicited from each department. The Taskforce would like to have many departments and programs represented during the Assessment Fair. Information on Assessment, including awards students have received, information on students' opinion, number of students in program, changes being made, and anything related to the students or the program that includes positive results should be included. Ms. Trish Bilcik will be receiving all of the information and compiling it, to print on the posters. Copies may be made to post in the division windows.

The Taskforce is also looking for 15 minute demonstrations to be held 11:00 am to 1:00 pm Tuesday April 3 and Wednesday April 4 during Assessment Week in CU3. Any program who wishes to participate should demonstrate student outcomes, and what a student has learned at OCCC. These should also be scheduled with Ms. Trish Bilcik.

Display boards will be shown on tables to showcase student work.

There will also be contests at the Fair that include door prizes.

Banners will be hung all over campus advertising Assessment Week. An ad will be placed in the Pioneer the week before to draw student participation, and also the week of.

The ultimate goal of the activities is to create an environment of assessment, as the College moves ahead towards accreditation in the coming years. It is essential to gain the involvement of the entire campus: students, faculty, and staff.

Assessment tests distributed for Assessment Week will be given to the faculty the week before, to allow time to review procedures and objectives. Students with less than 30 hours will be taking the student survey.

Flexibility will be granted to those who are unable to administer the surveys and exams during Assessment Week. Contact Dr. Janet Perry to receive an extension.

Packets were still unavailable at the time of the meeting.

#### **Assessment Syllabus statement – Official version?**

The statement will be distributed following Spring Break for review by the Committee. Changes should be submitted at that time and discussed during the April meeting, and the modified statement will be sent out for final review and will be approved at the May meeting.

#### **Review of HLC Criteria, HLC Meeting in Chicago**

Dr. Janet Perry is seeking volunteers to review the criteria. More information will be provided about what specifically is needed. The suggestion was made to create a Chairperson for each individual criteria.

The group attending the HLC Annual Conference April 20-24, 2007 in Chicago, IL plans to have a report ready for the May meeting.

#### **Online HLC visit - Update**

Nothing official has come from the Higher Learning Commission at this time. Dr. Perry is preparing a Best Practices Report for the Oklahoma State Regents for Higher Education. OCCC is currently looking at other institutions from around the country that already have accredited online degree programs to create a question pool and establish benchmarks and objectives.

#### **Committee members for next year**

The Committee will start looking at the members whose term expires in May. The issue will be addressed further during the April meeting to start looking at recruitment.

#### **Adjournment**

Meeting adjourned at 3:40 PM.