

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE
TUESDAY, MAY 8, 2007
LIBRARY 407B**

Call to Order: Mr. Ken Harrelson called the meeting to order at 3:05 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. Mark Schneberger, *Dr. Steve Shore, Dr. Susan Tabor, and Mr. Gary Tucker.

Voting Members Absent: Ms. Brenda Breeding, Mr. Ray McCullar and Mr. Tim Green.

Others in Attendance: Ms. Ruth Charnay, Mr. Dustin Fisher, Ms. Catherine Kinyon, Mr. Max Simmons, Ms. Jennifer Ball, *Dr. Janet Perry, Ms. Vicki Gibson and Dr. Cecelia Yoder.

Materials Distributed

March 13, 2007 Minutes, May 8, 2007 Agenda including Assessment of Student Learning – Syllabus Statement.

Welcome

Dr. Jo Ann Cobble welcomed guest Ms. Jennifer Ball, PTA Program Director.

Approval of Minutes

Dr. Susan Tabor made the motion to approve the March 13, 2007 minutes. Ms. Ruth Charnay seconded the motion. The motion was approved unanimously.

Assessment Week Taskforce – Report and Planning for next year

- Student Brochure – Updating for future use
- Mr. Fisher reported that various demonstrations and presentations were held during assessment week. Various divisions and academic departments displayed boards showcasing students' work. Students found the information about assessment on the student surveys valuable. Assessment results are being tabulated. There was a large turnout for the drawings and the scavenger hunt from students taking the surveys.
- Pre-planning was requested on the short notice of the date and time of assessment which were given the night before the event. And also the short notice to classes. Suggestion was made to start planning at the end of the fall to get the information out to the departments on time.

Assessment Syllabus statement – Official version to recommend to Dean's Council

Assessment of Student Learning - Syllabus Statement

Oklahoma City Community College is committed to providing quality educational experiences to all students and to striving for continuous improvement in its programs and services. Student assessment is vital to the educational process and can be of significant value to you and to the students who follow you.

To ensure that adequate assessment information is available to allow OCCC to continuously improve programs and services, you may be asked to participate in personal interviews; take program and/or general education assessments, which could be tests; give oral presentations, write assignments, take surveys, or engage in other activities. You may be asked to complete the assessments, tests, and other activities during designated times, which may include class periods. These opportunities are your chance to help OCCC improve the courses, programs, and services which could affect you and will certainly impact students in the future.

The statement will be forwarded to Dean's Council to be included in the syllabus.

- Mr. Mark Schneberger made the motion to approve the Assessment Syllabus Statement.
- Dr. Jo Ann Cobble seconded the motion. The motion was approved unanimously.

Vote:

In favor: 16

Opposed: 0

Abstain: 0

Ms. Rosemary Klepper was absent during the voting.

HLC Meeting in Chicago – Report from those attending

Dr. Jo Ann Cobble, Ms. Catherine Kinyon, Mr. Ken Harrelson, Ms. Ruth Charnay, Dr. Janet Perry, Mr. Michael Franco and Mr. Jon Inglett attended the HLC Annual Conference April 20-24, 2007 in Chicago, IL.

Highlights included:

- E-portfolio's will help keep track of assessment, to provide students something in the future but is predominantly for job interviews, resumes.
- Dial for Assessment from Cochise College.
<http://www.cochise.edu/deptsdirs/committees/assesscom/index.asp>
- Web based assessment, everything is live. E-mails are automatically generated to faculty which gives immediate access and faculty can immediately respond.

Discussion:

In addition to a Graduation survey-other areas that might provide different data are: Financial Aid survey, Admission & Records survey, New Students Admissions survey, Advising Career Services survey, Student Support Services survey, Student Life surveys for members/officers of clubs/organizations. Every other year the ACT student survey is taken and is rotated with the assessment survey. The on-line survey had 400 responses.

Discussion:

Coordination of the trip to the HLC conference should be done prior to conference to ensure as many different sessions were attended as is possible and a debriefing session should be held afterwards, where everyone shares their experiences.

Report from State Regents:

A report by the end of this semester on students who attended OCCC in 2005. Data will include their program major and their GPA from that college or university.

Discussion:

Assessment results of the graduate survey, employer survey, ACT opinion survey and CAAP, go to: Institutional Effectiveness to view several surveys.

Committee members for next year – Replacements needed for the following:

Ken Harrelson	SM	Sara Mathew	IT
Mark Schneberger	AH	Carlotta Hill	AH
Tim Green	IT	Rosemary Klepper	HP
Co-chair		Dustin Fisher	Student

Next year's meetings will be scheduled for Tuesdays from 3:00 PM – 4:30 PM

Adjournment

Meeting adjourned at 4:00 PM.