

## **ACADEMIC OUTCOMES ASSESSMENT COMMITTEE MEETING SEPTEMBER 9, 2003**

Members present were: Kayla Fessler, Dr. John Boyd, Ken Harrelson, Dr. Kristy Bailey, Romeo Opichka, Dr. Jessica Sheetz-Nguyen, Carlotta Hill, Mary Panches, Tim Green, Doug Gregory, Dr. Martha George, and Judith Martin. Others present were: Dr. Brenda Harrison, Dr. Annmarie Shirazi, Susan Van Schuyver, Al Heitkamper, Dr. Jim DeChenne, Max Simmons, Dr. Pat Buxton, and Jane Hinojosa. Members absent were Dr. Jo Ann Cobble and Dr. Jim Schwark.

Kayla Fessler opened the meeting by distributing information packets to the committee. She noted that previously the committee structure included a chair and vice-chair, however, this year the committee will have co-chairs.

Mary Panches moved the minutes of the previous meeting be accepted as presented with an addition to show Dr. Jim DeChenne in attendance at the last meeting. Martha George seconded the motion. Motion was approved.

Kayla recommended that all of the deans should be in attendance at AOAC meetings. Doug Gregory moved the deans be invited to attend the committee meetings as non-voting participants. Carlotta Hill seconded the motion. Mary Panches asked for clarification as to the purpose of the deans' attendance at these meetings. John Boyd responded that one priority this year is to get more persons involved and supporting the assessment process, which can only be accomplished with a buy-in from the top down. The deans' participation and emphasis on assessment to others will help accomplish this. Carlotta Hill added that the Committee had not closed the loop in the past and perhaps involving the deans could strengthen the process. Kayla noted that this was actually training for the deans so they can make the necessary recommendations. The motion passed. Jo Ann Cobble will retain a vote as she serves as a member of the committee.

Kayla Fessler confirmed that the assessment reports will be completed on the existing forms. They are located on the I drive and are to be turned into the deans by October 1 unless the dean has set an earlier deadline. Annmarie Shirazi reminded the committee that although it is generally the department head that drives the reports, often it falls upon the representatives on this committee to do it.

John Boyd reviewed the proposed mission statement, goals, and objective as presented in the information packet. He noted the mission statement was established in an attempt to get faculty to buy into assessment. Only one objective is defined for this year. He also indicated that a new process would be used for collecting FY04 assessment plans. The plans will be submitted in a narrative form. Kayla reminded the committee that ultimately the assessments would be a five-year plan as well as part of the program review, so a narrative format makes more sense. Carlotta Hill emphasized that the plan needs results at some point, and we need to make clear exactly what those results are.

Kayla suggested putting the mission statement on the web. Tim Green moved that the mission statement, goals, and objective for 2004 be adopted. Martha George seconded the motion. Motion passed.

Kayla outlined plans for an Assessment Day and an assessment workshop during spring orientation. Everyone agreed this would be two excellent means of involving faculty and providing training in assessment as well. Doug Gregory felt that assessment procedures should not be driven by Higher Learning Commission but should be added to evaluations before filing five to ten years later. A discussion of direct and indirect measures ensued. Al Heitkamper questioned how to detect assessment completers. Jessica Sheetz-Nguyen felt capstone might be integrated as part of the assessment process. Doug Gregory suggested looking at completers now and when assessment is developed, look at all.

Kayla asked each committee member to think of how they want to handle November 3 plans as they will bring them to the next committee meeting on November 11 where everyone will break into groups to review them.

The next meeting of the committee is scheduled on Tuesday, October 14, 2003, at 3:30 p.m.