

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE
TUESDAY, SEPTEMBER 13, 2005
COLLEGE UNION ROOM 2**

Dr. John Boyd called the meeting to order at approximately 3:35 p.m.

Voting Members in Attendance: Dr. Kristy Bailey, Dr. John Boyd (co-chair), Dr. Jo Ann Cobble, Mr. Tim Green, Mr. Ken Harrelson (co-chair), Kayla Fessler, Ms. Carlotta Hill, Ms. Judith Martin, Ms. Sara Mathew, Ms. Mary Panches, Dr. Susan Tabor.

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

Others in Attendance: Ms. Leaugeay Barnes, Ms. Rosemary Klepper, Dr. Jim Schwark, Mr. Max Simmons, Ms. Susan VanSchuyver.

Announcements: Dr. Boyd welcomed everyone to the Committee meeting. He informed the Committee that he will be rotating off the Committee in the Spring as co-chair.

AOAC Goal

Dr. Boyd distributed draft copies of *Academic Assessment Awareness* brochures. One brochure is for students and the other for faculty. The purpose of the student brochure is to inform students about assessment at OKCCC. It is to make students aware of what academic assessment is about and how it applies to them. The Committee briefly discussed ways on how to inform students about assessment. Dr. Boyd will contact the Leadership Council in trying to get student representatives to serve on the AOAC. It was suggested having an assessment fair for students.

The faculty brochure consists of quick reference information on assessment – why focus on assessment, what is assessment, how will assessment be measured, examples of measurement tools, criteria. Dr. Boyd informed the Committee of the Higher Learning Commission Workshop scheduled for February 8-10, 2006 in Chicago, IL. He encouraged the Committee to attend.

Workshop information can be located at the following website:

<http://www.ncahigherlearningcommission.org/download/AssessWrkshp0805.pdf>

Dr. Boyd asked the Committee to view the brochures and to forward him and Ken Harrelson suggested information to include in the brochures. He also asked the Committee to forward him objectives and goals that they would like to see accomplished this year.

The Committee briefly discussed the tools they used last year for measuring assessment. Dr. Boyd suggested if the tools did not work then use others means. He highly emphasized that North Central need tangible assessment data to view. He informed the Committee that the Steering Committee from last year did not make much progress, as a result, this year more work will be expected from the faculty. He asked the Committee representatives to focus on what they are doing now for assessment and what they plan to do the next five years. Dr. Boyd said the big issue is being able to “show what we are doing”. He asked the Committee to work with their deans and colleagues on assessment. He also asked them to encourage faculty to participate in workshops to learn more about assessment. He suggested including an assessment workshop

during Spring Orientation week. This workshop will have assist faculty on how to write assessment reports and provide additional assessment information.

Deadlines

Assessment reports are due to the Office of Academic Affairs by October 1. These reports should consist of results from last year. The five year assessment plan is due to the Office of Academic Affairs by November 1.

The meeting adjourned at approximately 4:30 p.m.