

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE
TUESDAY, SEPTEMBER 28, 2004
COLLEGE UNION ROOM 7**

Ms. Kayla Fessler called the meeting to order at approximately 3:32 p.m.

Voting Members in Attendance: Dr. Kristy Bailey, Dr. John Boyd, Dr. Jo Ann Cobble, Ms. Kayla Fessler, Mr. Ken Harrelson, Ms. Carlotta Hill, Ms. Judith Martin, Mr. Romeo Opichka.

Absent Voting Members: Mr. Tim Green, Mr. Douglas Gregory, Dr. Jessica Sheetz-Nguyen, Ms. Mary Punches, Dr. Susan Tabor.

Others in Attendance: Mr. Steve Barslou, Dr. Patti Buxton, Dr. Jim DeChenne, Dr. Martha George, Dr. Brenda Harrison, Dr. Jim Schwark, Dr. Annmarie Shirazi, Mr. Max Simmons, Ms. Susan VanSchuyver.

Announcements

Kayla Fessler informed the Committee that Susan Tabor, Mary Punches, and Tim Green will not be attending today's meeting. Kayla Fessler welcomed everyone to the meeting and asked the Committee to introduce themselves.

Dr. Harrison along with the Committee presented Dr. Annmarie Shirazi a certificate of Appreciation for her dedicated work toward assessment.

Monitoring Report

Kayla Fessler reported that the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, accepted the report on assessment implementation. No further reports are required. The next evaluation is scheduled for 2011-2012.

Committee Goals and Objectives

Dr. John Boyd distributed books, entitled "Good to Great: Why Some Companies Make the Leap...and Others Don't", by Jim Collins and asked the Committee to read them. Although the book is about "great" businesses, it can also apply to assessment and daily life situations.

Dr. Boyd also asked the Committee to brainstorm and send him marketing ideas of how to advertise assessment. He suggested printing brochures for faculty staff and for students.

The Committee briefly discussed the Mission Statement.

- Dr. Jo Ann Cobble made a motion to adopt the Academic Outcomes Assessment goals and objectives according to the handout as amended with the additional objective:

Incorporate student learning outcomes and assessment into College mission statement

Carlotta Hill seconded the motion. The motion was approved unanimously.

Kayla Fessler reminded the Committee that Assessment Reports are due October 1 and the updated FY 05 plans are due November 1. She also stated that the Academic Outcomes Assessment Steering Committee will meet and view the plans and meet with the academic dean if needed.

The meeting adjourned at approximately 4:15 p.m.