

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE  
TUESDAY, OCTOBER 10, 2006  
LIBRARY 407B**

**Call to Order:** Mr. Ken Harrelson called the meeting to order at 3:33 PM.

**Materials Distributed**

September 12, 2006 Minutes of the Academic Outcomes Assessment Committee and October 10, 2006 Agenda for Academic Outcomes Assessment Committee.

**Voting Members Present:** Ms. Leaugeay Barnes, Dr. John Boyd (co-chair), Dr. JoAnn Cobble, Mr. Ken Harrelson (co-chair), Ms. Carlotta Hill, Ms. Sara Mathew, Mr. Ray McCullar, Mr. Mark Schneberger, Dr. Steve Shore, Dr. Susan Tabor, and Mr. Gary Tucker.

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

**Others in Attendance:** Ms. Vicky Gibson, Dr. Janet Perry, Mr. Max Simmons, Ms. Susan VanSchuyver, and Dr. Cecelia Yoder.

**Co-Chair Elect Selection**

Mr. Harrelson announced that Dr. Boyd would be serving as co-chair elect for FY 2007 and that Mr. Tucker as agreed to serve as co-chair elect for FY 2008.

**Approval of Minutes**

Dr. Cobble noted correction of attendance for the three Health Professions committee members. Mr. McCullar made the motion to approve the September 12, 2006 Academic Outcome Assessment Committee minutes with the noted changes.

Dr. Cobble seconded the motion. The motion was approved unanimously.

**Student Brochure Prototype Update**

Mr. Harrelson stated he was unable to follow-up on the Academic Assessment Awareness Student brochure and would try to do so before the next meeting.

**Student Representative Update**

Mr. Tucker found a student, Mr. Dustin Fisher, to serve on committee as student representative effective November 2006. Mr. Fisher is currently the Vice President of BPA and has also worked in the Math Lab.

**Reporting Deadlines**

Mr. Harrelson reminded committee that the Assessment Plan for 2007-2011 is due November 2, 2006 to the appropriate deans. Mr. Harrelson also commented that the Assessment Report for 2005 was due October 2, 2006. Mr. Harrelson asked deans for their comments on the FY 2005 Assessment Report. Following were the deans' replies:

Ms. VanSchuyver was happy with the report. Dr. Cobble commented her report looked good as well. Mr. Simmons commented he would be meeting with authors next week to discuss. Dr. Yoder and Ms. Gibson commented that their reports were submitted as well.

Committee discussed where the assessment reports went. Assessment reports are circulated to dean, Dr. Boyd, Dr. Harrison, and finally to Dr. Perry.

### **Assessment Task Force Report**

Mr. Harrelson updated committee on Assessment Task Force which met October 10, 2006. Purpose of task force is to increase students' awareness of assessment week, explain how students fit in, and the benefits for students. Assessment Week is scheduled April 2-7, 2007. Task Force will be meeting on-line (Web CT) twice weekly. Task Force has suggested that a general statement on assessment be included in syllabi. Ms. Hill commented that comment could parallel with what is currently in book. Committee recommended that faculty be updated on statement by November, so they could include it in their syllabus and spring schedule.

### **Assessing College Initiatives Related to Student Success**

Dr. Perry announced that Dr. Harrison wants to use all six CAAP test on a group of 1,000 students. The six areas of CAAP are Science, Mathematics, Reading, Writing Skills, Writing Essay, and Critical Skills. All faculty should be prepared for assessments. Faculty will not have to give up more than one class schedule. All students will be captured. CAAP will be administered to upper level students with 30 credit hours or more. All other students will be administered the Community College Survey of Student Engagement test.

Dr. Perry also mentioned she is working with other departments outside of academics to assist and promote assessment week. Mr. Schneberger commented that students may take assessment week as an opportunity to miss class and suggested we watch how we advertise it.

Dr. Perry, Dr. Boyd, and Mr. Harrelson met to discuss how other committees and areas are assessing student success and how these could be included in the assessment program. Areas discussed included the text book loan program, student retention program, student surveys and student completion records. It was suggested these and other areas be incorporated together, so data could be shared and duplication reduced.

Dr. Perry commented that reports on Ends Statements will be changing and suggested these be included in assessment program. Mr. Harrelson asked for any other suggestions. Ms. VanSchuyver suggested that data from various committees and areas be centrally located such as on the web page. Mr. McCullar suggested OCCC and four year learning institutions share information on OCCC students who transfer to partnering institutions. Dr. Perry commented OCCC is currently working with OSRHE to obtain information on OCCC students who have transferred. Information would include what colleges and universities in Oklahoma students transferred too and their GPA.

**Development Plans/Self Assessment**

Mr. Harrleson asked committee for ideas on how faculty not involved in assessment could be included in process. He suggested including a section on assessment in the Development Plan. Section could include statement on what has been previously done, has it been successful and any changes. Several deans commented that some faculty are already doing this. Others had mixed option on adding this to Development Plan. Suggestion was made to include it as a merit option. Mr. Schneberger volunteered to get chairs together to collaborate more on this. Comment was made to have retreat. Group would need to contact Dr. Harrison to discuss any funds that may be available for a retreat.

**Other Business**

None to report.

**Adjournment**

Mr. McCullar made the motion to adjourn meeting. Dr. Tabor seconded motion. The motion was approved unanimously. Meeting adjourned at 4:24 PM.