

**ACADEMIC OUTCOMES ASSESSMENT COMMITTEE MEETING  
TUESDAY, OCTOBER 14, 2003  
COLLEGE UNION ROOM 7**

Dr. John Boyd opened the meeting at 3:30 p.m.

**Members present:** Kayla Fessler, Dr. John Boyd, Ken Harrelson, Romeo Opichka, Dr. Jessica Sheetz-Nguyen, Carlotta Hill, Mary Panches, Tim Green, Doug Gregory, and Martha George.

**Others present:** Brenda Harrison, Annmarie Shirazi, Susan Van Schuyver, Al Heitkamper, Jim DeChenne, Dr. Patti Buxton, Jim Schwark, and Jane Hinojosa.

**Members absent:** Kristy Bailey, Jo Ann Cobble, and Judith Martin.

**Others absent:** Max Simmons

**Minutes:** Martha George moved the minutes of the previous meeting be approved. Tim Green seconded the motion. Motion was approved.

**Assessment Plan:** John Boyd pointed out that everyone had been sent the revised assessment plan template electronically. The Committee had a lengthy discussion on ways to improve the wording of the template. The Co-Chairs will rewrite the template taking into consideration the suggestions of the Committee. The template will then be electronically sent to all faculty with a cover sheet of detailed instructions, an example of a completed form, and a list of the Committee for the faculty to use as resources. The completed plan should be sent to the dean by November 3<sup>rd</sup>.

**Review Process:** Dr. Boyd distributed the outline for the review process. Kayla Fessler emphasized to the Committee that this process must be confidential and approached on a purely professional basis. She noted that the purpose of this review is to ascertain that faculty have set criteria and identified valid measures. Martha George added that there would be a rubric used to accomplish this. Brenda Harrison suggested that if a problem within a plan was identified, the group should work together to provide recommendations for improvement. These recommendations will be conveyed to faculty by the dean and the Committee Representative(s). Brenda Harrison volunteered to allow the deans time during next month's Dean's Council Meeting to work on this project. The review schedule is as follows:

- ◆ November 11, 2003                      At this meeting, the Deans will bring all of their assessment plans. The Committee will break into groups by division and review the plans.
  
- ◆ November 18, 2003                      A special meeting will be held with each division presenting one plan to the Committee.
  
- ◆ December 1, 2003                      All plans, having been reviewed, must be back to Kayla Fessler and Dr. Boyd.

**Course Sequence Completer vs. Program Completer:** Kayla Fessler announced that since a great deal was not known about this subject, it would be deferred until November as she, John Boyd, Brenda Harrison, and Annmarie Shirazi will be attending a conference in Indianapolis that should provide more information on this topic.

**Adjournment:** There being no further business, the meeting was adjourned at 4:20 p.m.