

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE  
TUESDAY, NOVEMBER 11, 2006  
LIBRARY 407B**

**Call to Order:** Mr. Ken Harrelson called the meeting to order at 3:38 PM.

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

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

**Others in Attendance:** Mr. Dustin Fisher, Mr. Max Simmons, Ms. Susan VanSchuyver, and Dr. Cecelia Yoder.

**Materials Distributed**

October 10, 2006 Minutes, November 7, 2006 Agenda, and Academic Assessment Awareness for the OCCC Student brochure.

**Welcome**

Mr. Harrelson welcomed everyone to the final AOAC meeting for the Fall semester. Mr. Harrelson commented that the Spring schedule has not been confirmed.

**Approval of Minutes**

Mr. Tucker made the motion to approve the October 10, 2006 minutes. Mr. McCullar seconded the motion. The motion was approved unanimously.

**Entry Level Assessment Committee Report**

First meeting is November 15. Dr. Tamara Carter has agreed to chair the first meeting. Mr. Harrelson will update committee on any development via e-mail.

**HLC Conference Report**

Dr. Boyd, Dr. Tabor, and Mr. Tucker attended HLC conference in Lisle, Illinois. Following are their comments on conference:

- Conference covered process used by institutions.
- HLC is more interested in quality of information submitted not amount of information submitted.
- Thirty percent of colleges did not receive favorable reports from the HLC. Seventy percent of the unfavorable reports were due to deficiencies in assessment.
- Every aspect of institution should be involved in assessment.

Comment was made that a college's accreditation, tuition, scholarships, government loans, etc. are all affected when institution does not pass. Dr. Harrison will be meeting with group that attended conference and Dr. Boyd will update committee on any details.

Mr. Schneberger made the motion to approve verbal report given by group. Mr. Tucker seconded motion. The motion was approved unanimously.

### **Assessment Task Force Report**

Syllabus Statement (listed on bottom portion of agenda)

Committee comments on syllabus were –

- Syllabus wording should read student “may” be ...
- Syllabus needs to clarify what a student is expected to do.
  - Suggestions was made that instructors review and discuss syllabus with their classes.
- Syllabus will be used in Spring semester and can be fine tune at that time.

### Assessment Facts

Assessment facts will be displayed throughout the campus during Assessment Week on posters, table displays, portfolios, etc. The Assessment Task Force is looking for numbers and data driven information to use in this marketing blitz. Committee should forward any assessment facts, information or suggestions to Mr. Harrelson.

During the discussion the follow suggestions were made –

- Data from the first class inducted into the hall-of-fame could be used as an assessment fact.
- Data on student clubs could be collected and used as facts.
- Student clubs could assist in the collection of data for Assessment Week as well as assist in the setup of displays, banners, etc.

### Assessment Week

Assessment Week is scheduled for April 2-7, 2007.

### **Student Brochure Prototype**

Mr. Harrelson distributed a draft copy of the student brochure. Any changes to brochure should be denoted in red ink and returned to Mr. Harrelson by November 17. A final draft will be sent to committee. It is anticipated that order will be placed by Thanksgiving week as printing will take 4-6 weeks. Brochures will be placed in stands throughout the campus as well as distributed in class.

Following are comments made by committee during discussion of student brochure:

- How You Can Benefit From Assessment At OCCC: First bullet – Questions from the committee were –
  - Is the College still offering tuition fee waivers?
  - If so, what is the amount?
  - Should “fee” be removed from tuition fee waiver?
  - What performance level has been set to receive tuition fee waivers?
- How You Can Benefit From Assessment At OCCC: Second bullet - Is there another word that can used in place of “skills?” Some programs do not require a skill. “Knowledge” was suggested as a replacement.

- How You Can Benefit From Assessment At OCCC: Second bullet – Suggestion was made to insert “may” in front of translate.
- How You Can Participate In Assessment at OCCC: Question was raised on the wording “Can.” It was suggested it be replaced with “May.” The committee agreed to leave wording as is.
- What is Assessment at OCCC? Mr. Fisher asked for clarification on “statements of student learning outcomes.” He stated students may not understand what is meant by outcomes.

### **Planning Subcommittee for future HLC Visit**

HLC visit is scheduled for the year 2011. It was suggested that the pre-planning committee be formed now and followed later by a subcommittee. Dr. Boyd will speak with Dr. Harrison on a HLC committee and representatives. Suggestion was made that Dr. Boyd and Dr. Perry head the subcommittee.

### **Other**

None to report.

### **Adjournment**

Meeting adjourned at 4:26 PM.