

**MINUTES OF THE ACADEMIC OUTCOMES ASSESSMENT COMMITTEE
TUESDAY, NOVEMBER 30, 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. Douglas Gregory, Mr. Ken Harrelson, Ms. Carlotta Hill, Mr. Romeo Opichka, Ms. Mary Panches, Dr. Jessica Sheetz-Nguyen, Dr. Susan Tabor.

Absent Voting Members: Mr. Tim Green, Ms. Judith Martin.

Others in Attendance: Ms. Alexa Mashlan, Dr. Jim Schwark, Mr. Max Simmons, Ms. Susan VanSchuyver.

Approval of Minutes

- Ken Harrelson made the motion to approve the October 26, 2004 Academic Outcomes Assessment Committee minutes as amended.

Dr. Jo Ann Cobble name should be listed under absent voting members.

Susan Tabor seconded the motion. The motion was approved unanimously.

Spring Assessment Day

Kayla Fessler informed the Committee of the *Focus on Student Learning (Academic Assessment Awareness)* activity scheduled for Tuesday, January 11 from 9:00 – 11:00 a.m. in CU 3. This come and go session will include, a continental breakfast, an assessment resources table, and a question and answer time with individual Academic Outcome Assessment Committee members. Kayla distributed a time slot list for the assessment activity and asked the Committee to designate a time to participate.

Brochures

John Boyd asked the Committee to forward him ideas or information to be included in the Academic Assessment brochure.

Other

Kayla Fessler distributed copies of three suggested Academic Assessment Awareness logos and asked the committee to make two choices. This logo will be included on Academic Assessment items and materials.

Doug Gregory shared with the Committee information about an Assessment Planning Flow Chart CD. The purpose of the CD is to assist faculty and administrators in assessing student learning at the program and/or institutional level. It provides guidance throughout the assessment planning and implementation process. It was suggested that

the CD be posted on the Academic Outcomes Assessment Committee website. Kayla Fessler will notify the Committee of the pending posting.

Concern was expressed about the role of the Committee in reference to assessment in the General Education Committee. Two committee representatives from the General Education Committee informed the Committee of the measure they use in order to assess students. This measure includes a test given to designated students. The Committee briefly discussed the purpose of general education courses in how they relate to programs. It was mentioned that programs need general education courses, not general education that need programs. Kayla Fessler suggested that quarterly Academic Outcomes Assessment Committee meetings be devoted to general education.

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