

## OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA

September 23, 2008

Noon, Conference Room

Members: Rex Cogdill, Larry Curtis, Diana Quealy-Berge, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Kimberly Barker

Members absent: Richard Holcomb

Approval of April, 2008 meeting minutes	Kimberly Russell moved, Dee seconded
New members	Diana Quealy-Berge replaces Chris Hilton (term expires May 2009); Kimberly Barker replaces Judy Stellflug (term expires May 2009)
Web site update/assessment instruments update	Melissa shared the procedure for the annual update of the website and assessment instruments. Concern was expressed over the possibility of individual employees updating their sections of the website. Many employees feel that they do not have the time or expertise to assume the task and do not have the support staff. There is concern that there will be a lack of consistent voice, cohesiveness, and increased errors which will reflect poorly on EWC. Members were encouraged to share their concerns with the division chairs and leadership team members. Members also expressed concern about the web site material not being kept up-to-date while the new process is studied.
CAAP/CCSSE/Perkins reporting in annual report	Rex and Kimberly Russell will work together for the CAAP results piece of the annual assessment report. Dee and Kimberly R. will work together to summarize the status of the CCSSE and Perkins piece of the annual assessment report. Dee, Rex, and Kimberly will also draft the role of FOE as it relates to assessment for the report.
2008-2009 Committee goals	<p>The committee reviewed the achievement of prior year goals and set the following assessment committee goals</p> <ul style="list-style-type: none"> <li>• Program goals/objectives—the committee will insure that program goals and objectives will be formally prepared/reviewed and linked to the programs on the website. Melissa will notify division chairs of the programs who have not submitted their work.</li> <li>• Program review—the committee will submit a draft of the “outcomes assessment portion” of the program review to the faculty council for consideration (the draft was reviewed at this meeting and is scheduled to be presented to the faculty council on Oct. 2)</li> <li>• NCA visit—the committee will study the comments from the last North Central Accreditation visit relating to assessment to confirm that EWC is addressing them</li> <li>• Information Literacy—Marilyn Miller will notify the members of the committee when the tutorials are available on the web site and the committee will disseminate information as to their use</li> </ul> <p>Discussion also occurred over the relationship between the general education requirements, the University of Wyoming University Studies Program, and the core competencies. Although assessment of the core competencies is addressed by the committee, it was felt that the broader discussion relative to these three areas should be addressed elsewhere.</p>

## OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA

Oct 28, 2008

Noon, Conference Room

Members: Rex Cogdill, Larry Curtis, Diana Quealy-Berge, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Kimberly Barker

Members absent: Richard Holcomb, Dee Ludwig

Approval of Sept 2008 meeting minutes	Rex moved, Kim B. seconded
Reviewed progress of the annual assessment report for 2007-2008	Student assessment plan and program assessment components are complete; Rex and Kim will summarize CAAP results, Melissa will summarize CCSSE, Kim R will add information about graduate and transfer survey results, Richard will write the transfer student summary. We reviewed the Perkins report—Melissa will review discussion with Dee and write summary. We'll include the starting impetus for AQIP which led to FOE. Course, CAT, and Program assessments are with Kim who is formatting them for the report. Target date is Nov. 15 for rough draft and submission to board in December.
NCA Accreditation	The committee reviewed the “recommendation and rationale” concerning assessment from the Feb. 2001 NCA visit, as well as the “advice and suggestions for institutional improvement” from that visit. We then read the progress report submitted in Feb., 2004 on “outcomes assessment: improving student learning”, and the “acceptance of the progress report” with the related “staff analysis of the institutional report” regarding assessment. The purpose was to review the last accreditation visit and reinforce the positive changes to our assessment program at EWC and to highlight any items which may have been overlooked concerning those recommendations. We will continue this discussion at the next meeting.
Next meeting	We will call a special meeting when the rough draft of the assessment report is ready for committee review in mid November.

# OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA

Dec 10, 2008

Noon, Conference Room

Members: Rex Cogdill, Larry Curtis, Diana Quealy-Berge, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Kimberly Barker

Members absent: Richard Holcomb, Marilyn Miller

Approval of Oct 2008 meeting minutes	Approved and seconded
2007-2008 Assessment Report	The committee reviewed a draft of the 2008-2009 assessment report; changes will be made and the report will be presented to the board in Jan, 2009.

## OUTCOMES ASSESSMENT COMMITTEE MEETING

Mar 9, 2009

Noon, Room 131

Members: Rex Cogdill, Larry Curtis, Diana Quealy-Berge, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Kimberly Barker

Members absent: Richard Holcomb, Dee Ludwig

Guest: Wayne Deahl (who will be working with program student learning outcomes and curriculum mapping)

Web site	Members looked at a “test” page of the new EWC website to see that program goals and objectives were linked to the programs. Most programs are complete, but some need revision and all will have to be formatted appropriately. The committee discussed that each program must have goals and objectives and that some incorporated student learning outcomes, but others did not.
Audio Presentation	The committee listened to “Black Holes and Gaseous Processes” from the NCA meeting in April 2008. The presentation, along with the audio, was used as a discussion point for our assessment program. The committee will use that discussion to provide a smooth transition for new members and a new assessment coordinator.
Next meeting	April 27-develop plan timeline

## OUTCOMES ASSESSMENT COMMITTEE MEETING

April 27, 2009

Noon, Room 131

Members: Rex Cogdill, Larry Curtis, Diana Quealy-Berge, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, Melissa Meeboer, Marilyn Miller, Kimberly Barker

Members absent: Rex Cogdill, Diana Quealy-Berge, Richard Holcomb, Dee Ludwig, Marilyn Miller, Kimberly Barker

Approval of minutes' for Mar 09 meeting	Minutes approved; Larry moved, Geri second
Reviewed achievement of Committee goals for 2008-2009	<ol style="list-style-type: none"> <li>1. Program goals/objectives—the committee will insure that program goals and objectives will be formally prepared/reviewed and linked to the programs on the website. Melissa will notify division chairs of the programs who have not submitted their work.               <ul style="list-style-type: none"> <li>○ Faculty development meeting began process of review/rewrite.</li> <li>○ Majority of programs are completed</li> <li>○ Some programs need assistance in drafting “student learning outcomes” as part of goals and objectives</li> <li>○ Linked documents need formatting</li> </ul> </li> <li>2. Program review—the committee will submit a draft of the “outcomes assessment portion” of the program review to the faculty council for consideration (the draft was reviewed at this meeting and is scheduled to be presented to the faculty council on Oct. 2)               <ul style="list-style-type: none"> <li>○ Draft was presented to faculty council on Oct. 2 relating the importance of tying assessment to the program review.</li> <li>○ Program review template is in revision by Vice President of Learning</li> </ul> </li> <li>3. NCA visit—the committee will study the comments from the last North Central Accreditation visit relating to assessment to confirm that EWC is addressing them               <ul style="list-style-type: none"> <li>○ NCA report was revisited and comments related to assessment were reviewed</li> <li>○ EWC has addressed comment areas</li> </ul> </li> <li>4. Information Literacy—Marilyn Miller will notify the members of the committee when the tutorials are available on the web site and the committee will disseminate information as to their use               <ul style="list-style-type: none"> <li>○ Members tested tutorials and supplied feedback</li> <li>○ Committee should continue follow up of this goal</li> </ul> </li> </ol> <p>Discussion also occurred over the relationship between the general education requirements, the University of Wyoming University Studies Program, and the core competencies. Although assessment of the core competencies is addressed by the committee, it was felt that the broader discussion relative to these three areas should be addressed elsewhere.</p>
Feedback from NCA Meetings	Melissa shared comments from Wayne Deahl and added her thoughts on the meetings.
Future Directions	<ul style="list-style-type: none"> <li>● Tie FOE to self study to NCA criterion related to assessment</li> <li>● Possible creation of an assessment handbook or web resources site</li> <li>● CCSSE results</li> <li>● Larry Curtis will meet with groups this summer to set goals/timeline for next year</li> </ul>
Member rotation	<ul style="list-style-type: none"> <li>● Kim Barker will rotate off and be replaced with Business div. rep</li> <li>● Diana Quealy-Berge will rotate off and be replaced with Business div. rep</li> <li>● Larry will rotate into coordinator position and new rep from Arts div will assume his membership slot.</li> </ul>