

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, October 24, 2012

12:00 p.m., AC Conference

Members Present: Pam Capron, Rick Darnell, Casey Debus, Coventry Dougherty-Woodin, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Rex Cogdill, John Hansen, Dee Ludwig,

Approval of minutes for 4/25/12 mtg.	Minutes approved: Coventry made the motion to approve the minutes and Casey seconded the motion.
Action Items to be completed from previous meetings.	Action Item: Kate to complete video for completing CATS and course assessments. Kim to follow-up with obtaining transfer information from Chadron. Kim will share information from the Data Consistency Group on what assessments other colleges are using including length, cost, and satisfaction level. <u>Schedule Outcomes Assessment meeting during Spring 2013 In-Service.</u>
New Committee Members	Kate welcomed and thanked Rick Darnell and Coventry Dougherty-Woodin for serving on the 2012-2013 committee. Both are representatives for the Science Division. Coventry will be finishing Susan Walker's term, while Rick will be serving a full two-year term.
UW New Transfer Student Report/University of Phoenix	The committee briefly reviewed the UW New Transfer Student Report. Kate asked that the committee review the report more in-depth before the next meeting. Rick asked if we tracked our transfer students after they attend UW. The IPEDS report does some of this. Kim is still working on getting a report from Chadron. Kate shared information from the University of Phoenix on former EWC students who are attending the university. Between 2008-2011, there were 51 former EWC students registered for classes including 10 Business Administration, 4 Criminal Justice, and 4 nursing students.
Trainings/Follow-up for concurrent & adjunct instructors for submitting CATs	Kate sent an email to faculty to remind them to complete their CATS for fall. Kate will complete the instruction video for CATS and course assessments this fall. Kate is scheduled to train the new faculty on completing CATS and course assessments at one of the New Faculty Meetings this fall. Kate is also willing to offer an open training for the Department of Corrections (DOC) instructors who will be required to complete CATS in the near future. Lynn will work on making the arrangements with the DOC instructors.
General Education Discussion	The discussion on the general education requirements continues. Dee, Rex, and Pam are involved with the discussions. Pam reported that today was the second EWC meeting for discussion on the gen eds.
Assessment Report Timeline	Kate is still requesting course assessments for last year so they can be included in the final report. The goals were reviewed for the upcoming year. Most of the goals will be on-going. Goal #3- Evaluate use of assessment tools, report viewers, and job aids on LancerNet-Kate will survey the faculty and submit a report which will be included in the accomplishments for the year. Completion of the instruction video for CATS and course assessments will replace Goal #3. It was suggested that Goal #5 may need some rewording to list the institutions that we would want to request transfer data from. It was also suggested that a goal be added about the general education requirements and that this committee needs an alliance with the general education committee to ensure any changes made in measuring the general education components are appropriate. Kate asked the committee to be thinking about any other goals which should be added to the report. The committee discussed the final report due date which is in December so it can be submitted to the EWC Board of Trustees at their December Board meeting. The Perkins section of the report is not due until January 11, and Lynn was concerned that the data required to complete that report may not be available in time to include in the Outcomes Assessment final report. The committee wanted to review the report before it is due, so Kate will email a rough draft to committee members by November 20 th so they will have a chance to review it before the next scheduled meeting.
CAT Drawing – May 16	Kate reported that the drawing for the Kindle this past year was a good incentive for faculty to complete their CATS. More CATS were completed this past year. She reported that Jennifer Hart won the Kindle.
Other	The committee discussed the meeting time for this fall since one of the member cannot attend because of class schedule. The committee agreed to keep the November 28 meeting time, then have the first meeting for spring during Spring In-Service so all committee members can be present and the spring meeting dates can be set.
	Meeting adjourned.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, November 28, 2012

12:00 p.m., AC Conference

Members Present: Pam Capron, Rex Cogdill, Rick Darnell, Casey Debus, Coventry Dougherty-Woodin, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt and Chris Wenzel

Members Absent: John Hansen

Approval of minutes for 10/24/12 mtg.	Minutes approved: Casey made the motion to approve the minutes and Pam seconded the motion.
Action Items to be completed from previous meetings.	<p>Action Item: December 17 at 10am in AC Conf. room meeting to review final Outcomes Assessment Report. Rex will ask other schools if they transcript testing scores (CAAP or other). Kate to complete video for completing CATS and course assessments. Kim to follow-up with obtaining transfer information from Chadron. Kim will share information from the Data Consistency Group on what assessments other colleges are using including length, cost, and satisfaction level. Schedule Outcomes Assessment meeting during Spring 2013 In-Service.</p>
Mapping courses for meeting gen ed requirements	The committee will work on this after the Outcomes Assessment Report is done.
CAAP Testing Results	There were 69 students who took the CAAP test in Spring 2012. There were 63 out of the 69 students (91% of those tested) who scored higher than the national mean in one or more of the tests. We do not give a CAAP test in the fall for December graduates. The committee discussed ways to encourage students to give their best effort when taking the CAAP tests. The tests are given during a two-week period and students are scheduled to take two tests at a time. Suggestions included putting the CAAP test schedule in course syllabi; including the CAAP testing in a program outcomes assessment or capstone course; and tie the score to some kind of recognition such as on transcripts or diplomas. If used on a transcript, what would be recorded? Rex will ask other schools if they transcript testing scores. Concerns included what would be the purpose and would comparator data be included.
UW New Transfer Student Report	The committee noticed a decline in the average age of students transferring to UW. There was a decline in students over age 25; a decline in the number of females, and a decline in the number of full-time students. Kate noted that EWC Education majors are not transferring to UW. Other discussion included whether or not concurrent enrollment or students in the 5-year program at Douglas have a big impact on the statistics. Advising is a big part. It was suggested that a seminar be held for parents of H.S. sophomores. Overall, our students do as well as the UW native students.
Assessment Report Timeline	Dee announced that the Outcomes Assessment Report presentation to the EWC Board of Trustees will be postponed until the January Board meeting so that all reports can be included. The report will be available for committee review on Dec. 17. The committee decided to have a meeting on Dec. 17 at 10:00am to review the report.
Other	Casey informed the committee that the Library formed a Library Advisory Committee. She also suggested using a Lib Guide to inform instructors on completing CATS. A job-aid is available to instructors on completing CATS at this time.
	Meeting adjourned.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Monday, December 17, 2012

10:00 a.m., AC Conference

Members Present: Rex Cogdill, Rick Darnell, Coventry Dougherty-Woodin, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Pam Capron and Casey Debus

Action Items to be completed from previous meetings.	<p>Action Item: Rex will ask other schools if they transcript testing scores (CAAP or other). Note: Only two schools responded; neither transcript the CAAP results. Kate to complete video for completing CATS and course assessments. Kim to follow-up with obtaining transfer information from Chadron. Kim will share information from the Data Consistency Group on what assessments other colleges are using including length, cost, and satisfaction level. Kim will ask the state IR group if we need to continue doing the Graduate Survey or something similar. Include VTTK, COSM, and WELD testing results in next year's Outcomes Assessment Final Report; include National Standards comparator data if possible.</p>
Final Outcomes Assessment Report for 2011-2012	<p>After discussion, the committee recommended including all program assessments in the final report and two course assessments from each Division including a course from each degree or certificate (AA, AS, AAS, & Certificate) determination.</p> <p>The committee reviewed and updated the goals for 2012-2013.</p> <p>There was discussion on including other assessment-type results in the report including results from the National Vet Tech Exam, Cosmetology State Exam, and AWS testing for welders. National Standards comparators should also be included with results from these exams. The committee agreed to include these results in the Outcomes Assessment Final report for next year.</p> <p>The committee also reviewed the recommendations on the CAAP tests page of the report. It was determined that the recommendations wording should be changed to more appropriately match the results of the testing.</p> <p>There was discussion on the results of the Surveys page of the report. Discussion included when graduates take the graduate survey and how to get a better sampling of results such as selecting a sample of students and conducting the survey via telephone call. Other discussion included using an entering student survey such as SENCE and comparing results to the CSSE survey. Kim will find out if we have to continue the Graduate Survey or something similar from the State IR group.</p> <p>The report draft will be sent out to the group by the end of the week (Dec. 21) so it can be printed, bound, and sent out to the EWC Board of Trustees with the January Board meeting materials on Wednesday, January 2, 2013.</p>
Other	<p>The next committee meeting will be scheduled during the spring in-service so that all members can be present and the spring schedule of meetings can be set.</p>
	<p>Meeting adjourned.</p>

OUTCOMES ASSESSMENT COMMITTEE MEETING

Thursday, January 10, 2013

10:00 a.m., AC Conference

Members Present: Pam Capron, Rex Cogdill, Rick Darnell, Casey Debus, Coventry Dougherty-Woodin, John Hansen, Kimberly Russell, and Kate Steinbock

Others Present: Larry Curtis and Lynn Wamboldt

Members Absent: Dee Ludwig

Approval of minutes for Nov. 28, 2012 & Dec. 17, 2012 mtgs.	Minutes approved. John Hansen made the motion to approve the minutes and
Action Items to be completed from previous meetings.	<p>Action Item: Rex will ask other schools if they transcript testing scores (CAAP or other). Note: Only two schools responded; neither transcript the CAAP results. Kate to complete video for completing CATS and course assessments. Kim to follow-up with obtaining transfer information from Chadron. Kim will share information from the Data Consistency Group on what assessments other colleges are using including length, cost, and satisfaction level. Kim will ask the state IR group if we need to continue doing the Graduate Survey or something similar. Include VTTK, COSM, and WELD testing results in next year's Outcomes Assessment Final Report; include National Standards comparator data if possible.</p>
Review Final Outcomes Assessment Report for 2011-2012	Committee members reviewed the official report. The committee discussed the improvement in the Science CAAP scores. John, Coventry, and Rick will do some research on MAPS. MAPS are shorter. It was noted that some states are growing their own assessment tests.
Work on Goals for 2012-2013	<p>The committee reviewed the goals for 2012-2013 contained within the Outcomes Assessment report. Discussion included</p> <ul style="list-style-type: none"> • providing examples of CATs to be available to all faculty-maybe post examples on LancerNet or brief explanation of the different CATs such as a drop down box or link to an example CAT, • providing a one page summary of the most popular CATs which would be more efficient than ordering a large amount of books, • considering providing a door prize drawing again for completing CATs for both semesters, and • person to person contact. <p>Kate reported that there wasn't as big of an increase in the number of CATs done as previously thought. For Fall 2011, 38 out of 120 -130 faculty (including adjuncts and concurrent instructors) completed a CAT and only 20 reported a CAT in Spring 2012. It was commented that our goal should be more specific such as "100% of full-time and part-time on-campus instructors will complete CATs. Kate would like to concentrate on Course Assessments by providing a training session this spring. She will check to make sure the course assessment tool is working on LancerNet as Coventry commented that she did not have access to do a course assessment. Kate will need to take a look at who is required to do a course assessment and/or a program assessment to make sure they have access on LancerNet. It was noted that there was no program assessment included in the final Outcomes Assessment report for the Interdisciplinary Studies program. It was also commented that a reminder should be sent out to all faculty including adjuncts and concurrent instructors to explain why it is important to complete all assessments. It was suggested that a written timeline with deadlines for CATs, Course Assessments, and Program Assessments along with who needs to complete what would be helpful.</p>
Spring Meeting Dates	The meeting dates for the spring semester were set for the fourth Wednesday of each month except for March (Spring Break). Meeting dates are January 30, February 27, and April 24 at 12pm – 1pm in the AC Conference room if possible. Lynn will schedule the room.
	Meeting adjourned.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Thursday, January , 2013

10:00 a.m., AC Conference

Members Present: Pam Capron, Rex Cogdill, Rick Darnell, Coventry Dougherty-Woodin, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Casey Debus

Approval of minutes for Jan. 10, 2013 mtg.	Minutes approved. Coventry made the motion to approve the minutes and John Hansen seconded the motion.
Action Items to be completed from previous meetings.	Action Item: Kate to complete video for completing CATS and course assessments. Kim to follow-up with obtaining transfer information from Chadron. Include VTTK, COSM, and WELD testing results in next year's Outcomes Assessment Final Report; include National Standards comparator data if possible.
Transcribing Testing Scores	Rex reported that no other Wyoming colleges transcript CAAP or other testing scores. The recommendation was to not transcript scores.
Data Consistency Group Report	Kim reported that the statewide IR group and CIO's agreed on common fields and coding effective for Fall 2013 to coincide with the new Colleague migration. The data will go to the Wyoming Community College Commission, then eventually will go into the statewide longitudinal data base. We will still approve the reporting data. There are five common educational goals now. Tip sheets will be developed for getting student transcripts.
Graduate Survey	Kim reported that we will continue with the Graduate Survey. It was reported that Western does a survey when the students pick up their gowns. Then Western follows up with the shorter survey on job placement. Kim will bring some examples. Our survey is done through Monkey Survey (web-based). Kim sends postcards with personal notes from the instructors to the students asking them to complete the survey.
MAPS Report	John will meet with the subcommittee members (Coventry & Rick) to do research, then report at the next OA meeting.
Course Assessment Workshops	Kate would like to do some Course Assessment Workshops; however, we need to make sure those instructors who need to do course assessments have access on LancerNet. Kate will work with the Division Chairs and Aaron to select the appropriate instructors and to ensure those instructors have access to complete the assessments. Coventry commented that she still does not have access to any course assessments. Kate will report on this for the next meeting. Trainings – The group thought a faculty meeting would be appropriate for trainings. It was suggested that maybe the focus should be on putting materials together for course assessments. Faculty could bring their syllabus to the meeting. The meeting would be scheduled in T131. The Division Chairs could also get involved by including completion of assessments through the annual employee evaluations. Other ideas included Aaron building a “sandbox” course so that others besides faculty could see and learn the “how-to” complete assessments online. Outreach coordinators and others could then help adjunct instructors on how to report a CAT. It was also suggested that we should reword our goal #2 to include increase the completion of CATs by 10% for adjuncts and the goal for full-time faculty would be 90-95%. It would be beneficial to have a synopsis of the most common used CATs and make them available to all instructors including adjuncts.
Strategic Planning	In a past meeting, it was suggested that the goals from the Outcomes Assessment Final Report be used for the strategic plans. The committee received copies of the strategic plans from last year to review for the next meeting.
Mapping Courses – General Education Requirements	Dee described and demonstrated how the concept of mapping a course works. The idea is making sure courses within a program support and share covering of the program objectives to avoid redundancy. The faculty within a program could meet to work on the program objectives and course mapping. She suggested doing a couple of programs each year.
Other	The committee received a copy of the Wyoming Community College Commission's Annual Performance Report: Performance Indicators 2011-2012. The committee reviewed the material. CAAP testing dates are set for April 15-19 and April 22-26. The committee agreed to do the \$5 coupons for students who complete CAAP testing. The coupons are good at the Student Center.
Next Meeting	The next Outcomes Assessment Committee meeting is February 27 at 12pm – 1pm in the AC Conference Room.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, February 27, 2013

12:00 p.m., AC Conference Room

Members Present: Pam Capron, Rick Darnell, Casey Debus, Coventry Dougherty-Woodin, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Rex Cogdill

Approval of minutes for Jan. 30, 2013 mtg.	Minutes approved. Dee made the motion to approve the minutes and John Hansen seconded the motion.
Action Items to be completed from previous meetings.	<p>Action Items:</p> <p>Kim to follow-up on SENSE information (cost and linkage with CCSSE) for April 24 meeting.</p> <p>Everyone bring questions and ideas on graduate survey to April 24 meeting.</p> <p>Request Aaron Bahmer to build a “sandbox” course on LancerNet so others besides faculty could help adjuncts with the assessment reporting.</p> <p>Reword goal #2 to include increase the completion of CATs by 10% for adjuncts and the goal for full-time faculty would be 90-95%.</p> <p>Have a synopsis of the most common used CATs and make them available to all instructors including adjuncts.</p> <p>Lynn to do coupons for CAAP testing and Rex to include verbage about the coupons in letter to students.</p> <p>Kate to complete video for completing CATS and course assessments.</p> <p>Kim to follow-up with obtaining transfer information from Chadron.</p> <p>Include VTTK, COSM, and WELD testing results in next year’s Outcomes Assessment Final Report; include National Standards comparator data if possible.</p>
SENSE – Survey of Entering Student Engagement	Kim reported that Casper and Western use the SENSE survey every other year. The courses that would be surveyed would be those typically taken by incoming freshmen during the fall. The committee wondered if the SENSE and the CCSSE could be linked and what would the cost be. Kim will do a follow-up and report at the next meeting.
CCSSE Survey Update	More than half of the faculty have scheduled the CCSSE survey for their classes. The results of the survey will be available in July.
Graduate Survey	Kim reported that only two schools responded to her inquiry about doing graduate surveys. She reported that Sheridan does their survey when students come to pick up their graduation gowns. It was suggested that everyone bring questions and ideas on this to the next meeting and whether we should start with this year’s graduates.
Mapping Courses	Kate put mapping the Education program on a strategic plan for this next year. It was suggested to do primary programs in a 5-year rotation plan.
Course Assessment Faculty Meeting	Kate will do a 20 minute demonstration on how to do a course assessment. She will set up times that she would be available to help faculty and make the listing available at the all faculty meeting.
CATs	<ul style="list-style-type: none"> • Online descriptions – Lynn is working on typing up the CAT descriptions to be put online. • Identifying faculty – The Division Chairs will be asked to generate a list of faculty who would be responsible for reporting course assessments. • Kindle or iPad mini? – The committee selected an iPad mini to be given away on a drawing of faculty who have reported both a fall and spring CAT. The drawing will be held on a Faculty meeting.
Strategic Planning	The committee agreed to list the committee’s goals as strategic plans with the exception of goal #2. It was also suggested to add a strategic plan on mapping to include establishing a rotation plan. Goal #3 should include putting assessment results into a one page brochure/flyer with student comments and a statement from Kate. The committee could work collaboratively with John’s journalism class to develop the project. The result would be shared with Student Senate members, included in orientation packets and visitation packets for parents.
	John motioned to adjourn the meeting, and Kim seconded the motion.
Next Meeting	The next Outcomes Assessment Committee meeting is April 24 at 12pm – 1pm in the AC Conference Room.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, April 24, 2013

12:00 p.m., AC Conference Room

Members Present: Pam Capron, Rex Cogdill, Rick Darnell, Casey Debus, Coventry Dougherty-Woodin, John Hansen, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Dee Ludwig

Approval of minutes for Feb. 27, 2013 mtg.	Minutes approved. John made the motion to approve the minutes and Rick seconded the motion.
Action Items to be completed from previous meetings.	<p>Action Items: Request Aaron Bahmer to build a “sandbox” course on LancerNet so others besides faculty could help adjuncts with the assessment reporting. Lynn to complete working on typing up the CAT descriptions to be put online. Reword goal #2 to include increase the completion of CATs by 10% for adjuncts and the goal for full-time faculty would be 90-95%. Have a synopsis of the most common used CATs and make them available to all instructors including adjuncts. Kate to complete video for completing CATs and course assessments. Kim to follow-up with obtaining transfer information from Chadron. Include VTK, COSM, and WELD testing results in next year’s Outcomes Assessment Final Report; include National Standards comparator data if possible.</p>
SENSE – Survey of Entering Student Engagement	The SENSE survey will be conducting this fall for new students. The survey will be done the 4 th & 5 th week of classes. SENSE will select courses for the survey (same as CCSSE) which will be typical freshman courses. The cost of the survey is \$1,300. It will be done on a two-year cycle so that students who complete the SENSE survey will be the same students to complete the CCSSE at the end of their 2 nd year.
CCSSE Survey Update	There are a still a few classes to be surveyed. At this time, less than 350 surveys have been completed out of the 450 surveys that are needed. This year there is a big overlap of students in the courses that were selected for surveying which may be the reason for the smaller number of completed surveys.
Graduate Survey Decision	Suggestions for when to give graduates the survey included during Sophomore Project class, in combination with completing the “Intent to Graduate” form, when students pick up their cap and gown, and during graduation practice. The committee felt that not all students take the Sophomore Project course (those seeking certificates or AAS degrees) and the timing is not right to complete the survey when they complete the “Intent to Graduate” form (too early). The committee agreed that students should turn in a completed survey when they pick up their cap and gown. This would require help from the bookstore in collecting the surveys. The bookstore has already handed out some of the caps and gowns so Kim suggested that she could track those students to have them complete the survey. The committee reviewed several example surveys and agreed on starting with the example from Sheridan College with some additional questions and services. Additional services to be included are Bookstore, Housing, Food Services, LancerNet, Online Courses, and Library. The WebAdvisor/e-Services and Blackboard will be removed from the list. The additional questions that will be added include a question concerning participation in the services and a question about the importance of the services. Kim will send put a survey together and send it out to committee members for review.
Faculty Meeting/Course Assessment Training	Kate presented on Course Assessment at the last faculty meeting. She also arranged times for work sessions where she will be available to help faculty with CATs and Course Assessment submissions. The schedule was sent out to faculty. Faculty need to bring a course syllabus to the work session for the course assessment. All members of this committee should also be able to help faculty with submission of CATs or Course Assessments. Faculty who have submitted Fall 2012, Spring 2013 CATs and one Course Assessment by May 3 rd will be eligible to be entered into a drawing to win an iPad mini. All full-time faculty must submit at least one course assessment per school year.
Newsletter Update	John brought some samples of the student newsletter which will be available shortly. It contains an article on Outcomes Assessment. A graduation spectacular edition will come out right before graduation with feature stories on graduating students. John will send some issues to the Douglas campus also. The plan is for the coming year is to publish several issues per semester.
CATs – Video Update	Casey will be helping Kate write a script for the video. Kate plans to finish the video.
Strategic Planning	Final copies of the Outcomes Assessment Strategic Plans were given to committee members.
Other	Lynn reported that 60 \$5 coupons were given to the Testing Center for students who complete CAAP testing. The coupons can be used in the Student Center. Also 20 cups were purchased from the

	bookstore and sent to the outreach students who completed their CAAP tests.
Next Meeting	The next Outcomes Assessment Committee meeting will be scheduled during the Fall In-service week. Committee membership for 2013-2014: Coventry will rotate off the committee. A second rep from the Arts, Humanities, Behavioral and Social Science Division will be added to the committee during 2013-2015 sessions. Pam Capron's term will be expired also. She indicated that she would be willing to serve another term.