

OUTCOMES ASSESSMENT COMMITTEE MEETING

September 29, 2009

3:00pm, AC Conference Room

Members Present: Rex Cogdill, Larry Curtis, Dee Ludwig, Kate Steinbock

Others Present: Melissa Meeboer, Lynn Wamboldt

Members Absent: Pam Capron, Grant Harpstreith, Richard Holcomb, Geri Lewis, Marilyn Miller, Kimberly Russell

Approval of minutes for April 09 mtg.	Minutes approved: Dee moved, Kate seconded
Introduction of new members	Larry Curtis is the new Chairperson. Kate Steinbock was welcomed as a new member to the committee. Members received a membership handout listing members and terms.
Plan of Assessment	An updated Plan of Assessment will be available for the next meeting. The committee reviewed the components listed. <ul style="list-style-type: none"> • Rex will report back on whether or not to keep the UW Principal-Counselor Student Conference component. • The Entering Student Survey component will be removed. • The Community College Survey of Student Engagement (CCSSE) will be added as a component.
Review of Process & Timeline	The Outcomes Assessment Report will be due December 1, 2009. Members will do a PowerPoint presentation at the December Board meeting, December 8, 2009. Members and others were assigned pieces of the report as follows. <ul style="list-style-type: none"> • Executive Summary – Larry will draft this. • Student Assessment Plan – Lynn will update this. • Program Assessment Components (part of Student Assessment Plan) – Lynn will update this. • Distance Outcomes – Aaron Bahmer will provide this. • CAAP Tests – Rex will work with Kimberly on this. Note: Recommendations comes from this committee and are submitted to the Curriculum & Learning Committee. • Surveys – Kim will give reports to Larry. • UW Transfer Student – Dee will draft this. • Perkins – Dru Rafferty will draft this. • Program Assessments – Melissa will provide this to Larry. Kim will put into table format. Note: for graduates only • Course Assessments (CATS) – Melissa will provide training packet and will meet with Larry to go over the packet. Larry will provide training for new faculty.
Review of CCSSE Results	Members reviewed part of the CCSSE results. A follow-up meeting will be held in November at Casper. Dee will find out the date and location.
Review of AVMA Report	Members reviewed the AVMA Report for the Veterinary Technology Program. Members thought an excerpt from this report should be included in the OA final report to show a program with outside accreditation.
Review of UW Transfer Statistics	Members reviewed the UW Transfer Statistics. Dee will draft the appropriate pieces for the OA Report. Members were encouraged to share this information with their respective divisions. Dee would be willing to present and discuss this information at any of the Division meetings.
Review of Transfer Study Results	Members reviewed the Transfer Study Results. Members were encouraged to share this information with their respective divisions also. It was noted that out of 4600 individual courses from Wyoming Community Colleges transferred to UW fewer than 200 courses were not transferred which is less than 4%. Most courses that were not transferred included developmental courses in Reading/Writing/English skills, Developmental Math and specialty courses such as Automotive, Diesel Mechanics, Welding, and Veterinary Technology.

Review of ACT Class Profile Report	Members reviewed the ACT Class Profile Report. The committee discussed comparing ACT and COMPASS test results to CAAP test results. Melissa thought they had received a report on this once. There was discussion on whether this was a valid assessment and if it should be included in the Outcomes Assessment report.
CATS Training for new faculty	Larry and Melissa will meet on this.
Goals as a committee	The committee discussed goals for the upcoming year. It was discussed that the future directions from the April 27 meeting should be considered goals for the next year. Four goals were identified and more discussion will continue at the next meeting. The four goals are as follows. <ul style="list-style-type: none"> • Tie FoE to self-study to NCA criterion related to assessment. • Incorporate CCSSE results into the Outcomes Assessment report. • Post job aids and update the EWC Assessment website. • Determine steps to close the assessment loop – document program improvement.
Other topics	<ul style="list-style-type: none"> • Members reviewed the Graduate Survey questions. It was determined that this committee should preview the questions used for the survey and if needed, questions could be added. The questions that the committee reviewed are required on the survey. The survey will be conducted using SurveyMonkey. Graduates will be sent a postcard in the mail. Discussion included whether or not faculty would be allowed to write a message to the student which could prompt a better survey response rate from the graduates. The design of the postcard allows for this. • Members discussed which meetings or groups should be presented with the Outcomes Assessment report. It was determined that the report is submitted to the Curriculum & Learning Committee. Larry will present the report to the Leadership Team. The report should also be presented at a Faculty meeting, however the next one scheduled is before the report is due. There will be more discussion on this at a later date.
Next Meeting	Wednesday, October 28, 2009 at 3:00pm in the AC Conference Room

OUTCOMES ASSESSMENT COMMITTEE MEETING

October 28, 2009

3:00pm, AC Conference Room

Members Present: Pam Capron, Rex Cogdill, Larry Curtis, Geri Lewis, Dee Ludwig, Marilyn Miller, Kimberly Russell

Others Present: Melissa Meeboer, Lynn Wamboldt

Members Absent: Grant Harpstreith, Richard Holcomb, Kate Steinbock

Approval of minutes for Sept. 09 mtg.	Minutes approved: Dee moved, Pam seconded
Faculty Course Assessments, CATs, Online Survey	Course Assessments were brought up at the Curriculum & Learning Council meeting. Faculty complete one course assessment per year. The course assessments can be done either semester. It was determined that they need to be open now. The assessments will be tracked using a spreadsheet-Lynn will develop this. The CATs online surveys are available-Larry will acknowledge completed CATs with an email.
Program Assessment	Kim has the program assessment form via email file—a copy will be made for Larry. The INST program needs ownership-Dee will complete the assessment for 2008-2009. The program recommendations from previous year need to be sent to instructors as a reminder to be completed and reported. A report on the Distance Learning degree programs needs to be done also as HLC will be looking for these when they visit. Past HLC issues have included the feed back loop and an understanding of the assessment process. We need to show progress on these issues and completing the recommendations from the program assessments from previous years and reporting on them within the next assessment will be a good start to closing the loop.
Perkins	Dee reported that Dru Rafferty has written a final report for Perkins, however more statistical data can be added to the report from the IR office. Dee will work with Kim and Dru to complete this.
CCSSE	The follow-up CCSSE meeting will be in Casper on Tuesday, November 17 from 10am – 3pm. Kim, Larry, Dee, Rex and possibly Kate will attend the meeting.
Distance Outcomes	It was determined that we need to report the number of students for the Distance Learning pieces-this will be a future project. The same page will be used for this year's report.
Student Assessment	Minor changes were noted on the student assessment report included some name changes and the removal of the UW Transfer Student Survey which Kim reported will no longer be done by UW. A subcommittee will research an alternative for the CAAP test and determine a recommendation that will be forwarded to the Curriculum & Learning Council. Geri, Pam and Janet Martindale will be members of the subcommittee.
Next Meeting	Tuesday, November 11, 2009 at 2:00pm in the AC Conference Room

OUTCOMES ASSESSMENT COMMITTEE MEETING

November 11, 2009

2:00pm, AC Conference Room

Members Present: Pam Capron, Rex Cogdill, Larry Curtis, Richard Holcomb, Geri Lewis, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Grant Harpstreith, Marilyn Miller

Approval of minutes for Oct. 09 mtg.	Minutes approved with minor correction: Dee moved, Kate seconded
Faculty Course Assessments, CATs	Larry met with Aaron Bahmer to activate the course assessments. The completion date for these is the end of the Spring 2010 semester. The committee reviewed the list of faculty assignments for program and course assessments. No changes were noted. Larry reported that 13 CATs have been completed for Fall 2009. He will send out reminders throughout the remainder of the semester. Faculty will complete one CAT per semester. There were 45 CATs completed for Fall 2008 and 39 CATs completed for Spring 2009.
Perkins	The committee reviewed the 2008-2009 Perkins report. The entire report will be included in the final Outcomes Assessment Report.
PEAQ Self-Study	Larry will be writing the piece for the HLC Criteria 3a which talks about assessment for the Learning/#3 subcommittee findings. The final Outcomes Assessment Report will be evidence for the self-study.
Program Review Schedule	The committee reviewed the updated program review schedule and the updated program review reporting form. Some of the updated areas on the form include modes of delivery; budgets; state and national trends; and additional recommendations from faculty, advisory committees, Division Chairs, and the Vice President for Learning.
Program Goals and Objectives Website Review	The committee reviewed the Programs of Instruction website page. There are still a couple of programs missing goals and objectives. Kate will check on the goals and objectives for the EDEC certificate program. The goals and objectives for MATH will be used for MTED.
UW Principal/Counselor Student Conference	The UW Principal/Counselor Student Conference will be removed from the Plan of Assessment due to lack of participation.
CCSSE Conference	Larry, Rex, Dee, Kim and Richard will attend the CCSSE Conference/Follow-up meeting at Casper College on November 17, 2009. The committee received a meeting agenda.
ACT/CAAP & COMPASS/CAAP	The committee reviewed and discussed whether or not to purchase ACT/CAAP and COMPASS/CAAP Linkage Reports. Costs for the reports are \$500 or more. Discussion included determining which COMPASS results should be pulled for the report—use highest score; using the linkage reports to show learning growth between ACT/CAAP or COMPASS/CAAP for the AA and AS degree-seeking students; educating students on reasons for taking the CAAP tests; determining whether or not students should take all the CAAP tests in one setting; and providing an incentive for students to take the CAAP tests such as a \$5 coupon for the Student Center. Geri reported that a 2-week block of time is set aside for CAAP testing in the Academic Testing Center; that only a few students took all the CAAP tests in one setting; that a CAAP testing requirement keeps the students in the testing room until they have all completed the tests; and that only 4 students did not take the CAAP tests last year. After further discussion, Dee made a motion to make a recommendation to the Curriculum & Learning Council to purchase the linkage reports and offer the \$5 coupon incentive for completing the CAAP tests. Kim Russell seconded the motion.
Next Meeting	The next meeting will determined at a later date – January-February.

OUTCOMES ASSESSMENT COMMITTEE MEETING

February 25, 2010

2:00pm, AC Conference Room

Members Present: Larry Curtis, Geri Lewis, Dee Ludwig, Melissa Meeboer, and Kimberly Russell

Others Present: Lynn Wamboldt

Members Absent: Pam Capron, Rex Cogdill, Richard Holcomb, Marilyn Miller, and Kate Steinbock

Approval of minutes for Nov. 11, 2009 mtg.	Minutes approved: Dee moved, Geri seconded
Curriculum & Learning Council 2/4/10 meeting review	<p>Larry presented the recommendation to purchase ACT/CAAP and COMPASS/CAAP Linkage Reports and to provide students who complete the CAAP tests with a \$5 coupon to the C & L Council at the February 4, 2010 meeting. The C & L Council approved the recommendation and funding will be provided from Learning.</p> <p>The committee discussed a need to look at how much of the CAAP Test students have to take. The coupons should be good for purchases from either the bookstore or the Student Center. They should include a Thank You from the Outcomes Assessment Committee and need to be ready for disbursement by March 15 when the first CAAP Tests are administered. The committee also felt that it was important to include information on why students have to take the tests and why they should do their best. This information should be given to the students before they take the tests such as on a postcard or half sheet. Larry will talk to Janet Martindale about ordering the reports. Lynn will work with College Relations to make up the coupons and other information.</p> <p>The committee also determined that the CAAP Test results should be given to instructors for program review and assessment purposes. Larry will ask Janet if there is a CAAP/ACT composite.</p>
Recovery of transfer student information	Kim Russell reported on the plan to increase recovery of transfer student outcomes and assessment information. She uses the National Student Clearing House for tracking purposes. UW already tracks these students and does a report. We need to gather a list from Chadron State and Black Hills State also. The information should include majors and GPA's. Student criteria parameters were determined to be degree seeking with 15 credit hours completed.
Faculty Notification of CATs, Course Assessments, and Program Reviews	Division Chairs have the program review schedule and will notify faculty members to complete program reviews for this year. The CATs are open and Larry has received a number of these. The program assessment is also open and faculty will receive a email reminder near the end of the semester to complete these.
Program Improvement Activity	The committee discussed how to report on any program assessment recommendations that were included in the 2008-2009 Outcomes Assessment Summary. These recommendations need to be reviewed and any results added to the 2009-2010 Outcomes Assessment Summary. Larry will send out a form requesting this information.
Committee Membership	Grant Harpstreith has been unable to attend committee meetings because of scheduling conflicts. He requested to be replaced with another faculty member. Melissa Meeboer will complete his membership term.
Other	The committee briefly discussed tracking course assessments. Kim will pull a list of every course taught for the past three years including 2007-2008, 2008-2009, and 2009-2010. This list will be cross referenced with the course assessments that have been received in the past three years to determine if there are any missing.
Committee Photograph	A picture of the committee was taken at this meeting to be posted on the website.
Next Meeting	The next meeting will be Thursday, March 25, 2010 at 2:00pm in the AC Conference room.

OUTCOMES ASSESSMENT COMMITTEE MEETING

March 25, 2010

2:00pm, AC Conference Room

Members Present: Pam Capron, Larry Curtis, Geri Lewis, Dee Ludwig, Melissa Meeboer, Marilyn Miller, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Rex Cogdill, Richard Holcomb

Approval of minutes for Feb. 25, 2010 mtg.	Minutes approved: Dee moved, Kate seconded
ACT/CAAP & COMPASS/CAAP Linkage reports	<p>The committee viewed an example of the coupon given to students completing the CAAP test and the letter from Student Services that was mailed to all students reminding them to take the CAAP test. Larry met with Janet Martindale to discuss a composite ACT/CAAP. He reported that a customized report would cost about \$1,000 per report. The committee approved having Janet recommend which report to request. Larry will forward the request to Janet. The committee would like to see the coupon displayed in the Bookstore and the Student Center to remind students to use the coupons. Tests are done on March 30th so this should be done right away.</p> <p>The committee also discussed the timing of the CAAP tests and also the wording in the college catalog concerning taking CAAP tests. The college catalog states that the CAAP is a requirement and not all students take the test but graduate anyway. The committee also discussed why the CAAP is not administered all year long. Comments included that the ACT has testing guidelines and the Academic Testing Center is operating within those guidelines. The committee wondered if a CAAP testing session could be held in the fall to accommodate December graduates.</p> <p>The committee discussed who needs to get results of CAAP tests. It was determined that advisors should receive the results for assessment reasons—it gives them important information for their students, also the Outcomes Assessment Committee and the Curriculum & Learning Council should get the results. The committee also suggested having a faculty group meeting to discuss the understanding of CAAP tests and what they mean.</p>
Assessment Results-Black Hills State and Chadron State College	Kim Russell will have this information ready for the next meeting.
Missing Program Objectives and Goals	<p>The following programs are missing objectives and goals. These need to be available on the website. Agriculture: Beef Production-Rick Vonburg; Computer Information Systems, Information Support Specialist and Web Design-Lee Myers; Construction Technology-John Ely; Music: Applied Music and Music: Music Education-Rick Patterson</p> <p>The appropriate faculty will be given a reminder to finish these.</p>
CATs, program and course assessments	Larry will send out another reminder to faculty the first part of April. The committee wondered how these assessments will transfer to Campus Cruiser when Blackboard is no longer available. Someone will need to visit with Aaron Bahmer.
Program Improvement Activity	Larry informed the committee that an email was sent to the Division Chairs to look at the program recommendations in the Outcomes Assessment Summary report (pg. 23) to determine what activity is needed. Larry will talk to the Division Chairs.
Graduate Survey Results	The committee reviewed the graduate survey results. This survey is done every odd fall. The survey instrument used for this survey was Survey Monkey. The survey had a 25% response rate. Students who completed the survey were entered into a drawing for EWC prize packs donated by College Relations. This information will be included in the 2009-2010 Outcomes Assessment Summary Report. These results have already been shared with the Wyoming Community College Commission. Kim Russell will add highlighted narratives for each page and fix spelling errors on comments. Then the results will be shared with Division Chairs, the

	Leadership Team, Mell Cooper, and others. Larry will email a reminder to Division Chairs to share the information with faculty within their divisions.
Vet Tech Survey Results	A Veterinary Technology Graduate Survey is conducted to satisfy requirements for AVMA accreditation. The 2008-2009 survey had a 42% response rate.
Strategic Action Plan Ideas	One suggestion for a strategic action plan was a professional development activity to include Larry and/or other committee members to attend an Outcomes Assessment conference. Another suggestion was to develop job aids for faculty to complete the different assessment pieces especially in light of the move from Blackboard to Campus Cruiser. Marilyn Miller suggested using LIB guides that are in use on the library website to develop the job aids. Another suggestion for an action plan is a fall in-service activity for faculty. The activity would be how to do the course assessments in Course Cruiser. There should be 2 sessions at different times in a lab setting so it can be a hands-on training using a “fake” assessment. A job aid should also be available for the training sessions.
Committee Membership	The committee will review the expiring committee membership terms at the next meeting.
Next Meeting	The next meeting will be Thursday, April 22, 2010 at 2:00pm in the AC Conference room.