

**OUTCOMES ASSESSMENT COMMITTEE**  
**Meeting Minutes**  
**August 24, 2016**  
**TEB 131**

**Members Present:**

Michelle Landa, Roger Humphrey, John Cline, Jeremy Christianson, Rex Cogdill, Xi Feng, Casey Debus, Lynn Wamboldt and Amy Smith

**Members Absent:**

Joel Alworth,

There was not an agenda for this meeting as it was the first of the new 2016-2017 Academic year.

John reviewed Objectives vs. Outcomes. As an institution everyone agreed that we do well with Objectives, however we really need to work on our Outcomes.

There was discussion as to how to get faculty on board to write Outcomes for their courses. Everyone agreed that a 5-year plan should be instituted. The committee will gather a list of all of the majors and divide them up into 5 sections in order to meet the rotation schedule. Lynn and Amy will bring a list of all of the majors to the next meeting.

Xi Feng replaced Kim Russell as Institutional Research.

Instructional Program Reviews Statistical Data, January 2016 will be reviewed to include all appropriate data.

## **OUTCOMES ASSESSMENT COMMITTEE**

### **Meeting Minutes September 1, 2016 Board Room**

#### **Members Present:**

Casey Debus  
Debbie Ochsner  
Jeremy Christenson  
Michelle Landa

John Cline  
Bob Schmalzreid  
Joel Alworth  
Sally Watson

Xi Feng  
Rex Cogdill  
Amy Smith

#### **Members Absent:**

#### **New Members**

Bob Schmalzreid from the Science division  
Ask for a member from Ag & Business department

#### **Programs of Instruction for Student Learning Outcomes**

1. Goal – every course will build Learning Objectives & Outcomes into syllabi
  - Process
    1. Start with 1 course from each of the faculty on the committee: COM, SOC, MATH, WELD
    2. Work through objectives for each syllabi
    3. Develop process & timeline as each syllabus is worked through
      - any shortcuts
      - training modules
    4. Possibly send out a module or outline of process through LancerNet for faculty participation
    5. Take to Academic Leadership Team
      - ask Division Chairs and Department Heads for help developing a schedule and participation

#### **Learning Outcomes Review as Part of Program Review (article found by Casey Debus)**

1. Use of Objectives and Outcomes as a building block of Program Review
  - Objectives & Outcomes
    - Course Assessment
    - Program Assessment
    - Program Review

#### **Program Reviews**

1. Currently
  - All programs are on a 3-year rotation
  - Program reviews lack valuable information

## 2. Revision Goals

- Showcase programs
- Data
  1. Quantitative vs qualitative
  2. Online vs. face to face student success
  3. Number of Students vs graduation rate
- Rubric
  1. All programs to be scored thereby comparing apples to apples
- Address any issues/loss of students in program
  1. Retention & persistence
- Could also include
  1. Student evaluations
  2. Student objectives

## 3. Program Reviews of other institutions

- Jeremy looked through a few other colleges and recommended using Central Oregon Community College as an example
  1. Had a good model that covered all aspects
- Jeremy also reported that LCCC had an acceptable model
- It was requested that the committee continue looking for great program reviews to use as models

## **OUTCOMES ASSESSMENT COMMITTEE**

### **Meeting Minutes**

**October 6, 2016**

**Board Room**

#### **Members Present:**

Casey Debus

Debbie Ochsner

Jeremy Christianson

Roger Humphrey

John Cline

Bob Schmalzreid

Amy Smith

Xi Feng

Rex Cogdill

Michelle Landa

#### **Members Absent:**

Joel Alworth

Georgia Younglove

**Motion to approve minutes from September 1, 2016 meeting made by Jeremy C and seconded by Debbie O**

#### **Intent to Graduate Survey:**

- 80% of surveys submitted for previous year has been input into Survey Monkey
- Continue to gather Graduate Surveys
  - To be able to gather, review and use data in Outcomes reports

#### **Outcomes Assessment Web Page:**

- John C has been working with Keith Smith to get the Outcomes Assessment information up on the webpage
- Continuing to work on information

#### **Writing Course Outcomes/Objectives**

- John gave handouts, how to write objectives/outcomes

#### **Member from Ag & Business Department**

- John contacted Monte – Monte will ask for volunteers from his Department (Georgia Younglove volunteered)

#### **Schedule for Developing Schedule and Participation**

- Michelle talked with ALT
  - Science and Humanities Divisions are on board
  - Working on VTTK, WELD and AG – are interested, but want faculty on board before complete commitment
- Would like a 5 year schedule to work all courses in
- Amy will get a list of all courses offered for next meeting so that the committee can work on the schedule
- Michelle wants the courses offered Concurrently written first

## **OUTCOMES ASSESSMENT COMMITTEE**

### **Meeting Minutes**

**December 1, 2016 12:00-1:00PM**

**TEB 131**

#### **Members Present:**

Casey Debus

John Cline

Xi Feng

Debbie Ochsner

Bob Schmalzreid

Rex Cogdill

Amy Smith

Georgia Younglove

Joel Alworth

#### **Members Absent:**

Roger Humphrey

Michelle Landa

Jeremy Christenson

#### **Motion to approve minutes from October 6, 2016 meeting made and passed**

#### **Outcomes Assessment Report Progress:**

- Xi provided data regarding CAAP tests
  - Reading has improved, initiative had been made to improve reading scores, however not sure if that is why results have improved
  - Before break, John hopes to have the Outcomes Assessment report completed and will send it out for Committee Members to review before official submission to the Board
  - John would like to present the official report no later than the February Board meeting

#### **Student Learning Outcomes Progress:**

- John has built an attendance record and engagement in activity/class as a part of students' grade
- Students are scored 1-5 with 1 = rarely and 5 = Fully
- Attendance and engagement can affect students meeting requirement outcomes

#### **Strategic Initiative Metrics**

- Dr. Landa charged the Outcome Assessment Committee with:
  - Creating a set of metrics to measure how the college (EWC) is measuring 4-5 official EWC College Strategic Direction goals
  - Work together as a group, possibly utilizing expertise within offices that are outside of the Outcomes Assessment Committee
  - Jeremy Christianson has experience with this type of project and is willing to help
  - John charged the Committee Members to start thinking about where to start the project and what information to include
  - John is going to visit with Dr. Landa to solidify definitions and vision for the project

- Before the next meeting, Committee Members should identify people who have backgrounds that may be helpful when gathering information and building metric sections.
- Xi recommended researching other institutions' reporting structures; possibly utilizing a format that has already been built

**OUTCOMES ASSESSMENT COMMITTEE**

**Meeting Minutes**

**February 2, 2017 12:00-1:00PM**

**TEB Board Room**

**Members Present:**

Casey Debus  
Debbie Ochsner  
Amy Smith  
Jeremy Christenson

John Cline  
Bob Schmalzreid  
Roger Humphrey

Xi Feng  
Rex Cogdill  
Joel Alworth

**Members Absent:**

Georgia Younglove  
Michelle Landa

**Motion to approve minutes from December 1, 2016 meeting made by Jeremy C and seconded by Roger, minutes passed**

**Indicator of Achievement Planning:**

- John C provided a hand-out to help walk the committee through the creation of “Indicators of Achievement Planning.”
- John C created a rough timeline, in which he would like to present to the Board of Trustees during the April meeting.
- Brainstormed as to what data the committee could collect or monitor that would measure whether EWC is successfully meeting the Strategic Initiatives.
  - As the committee reviewed each initiative, many members suggested altering the wording of the Strategic Initiatives in order to make the verbs active, not passive.
  - A list of individuals throughout the college, was identified to help gather information that the institution may or may not be already gathering. Or to ask for help in developing a plan to gather additional data.

## **OUTCOMES ASSESSMENT COMMITTEE**

### **Meeting Minutes**

**March 3, 2017 12:00-1:00PM**

**TEB Board Room**

#### **Members Present:**

Casey Debus

Bob Schmalzreid

Michelle Landa

John Cline

Amy Smith

Jeremy Christenson

Xi Fen

Roger Humphrey

#### **Members Absent:**

Georgia Younglove

Joel Alworth

Rex Cogdill

Debbie Ochsner

**Motion to approve minutes from February 2<sup>nd</sup> meeting made by Roger and seconded by Casey, minutes passed**

#### **Performance Indicators:**

- Review
  - Michelle announced to the Leadership Team that the Outcomes Assessment Committee is working on the Strategic Direction: Indicators of Achievement project.
  - John Cline was invited to the next Staff Alliance meeting to review the program and ask for volunteers to help with data collection.
- How and Where to Start
  - As a starting point, the committee worked through each Strategic Direction and aligned the Relevant Data items that pertain to each Strategic Direction.
  - With Michelle direction, the committee worked through the Relevant Data items/Indicators of Achievement so that each Indicator only met one Strategic Direction. In addition, each Indicator should only have one measurable item for tracking and reporting Mission fulfillment.
  - What percentage is assigned that shows mission fulfillment?
    - As a part of the Strategic Direction: Indicators of Achievement project, it is the committee's role to suggest a percentage, which will be approved by President's Cabinet.
  - This will be a fluid document.



**OUTCOMES ASSESSMENT COMMITTEE**  
**Meeting Minutes**  
**April 6, 2017 12:00-1:00PM**  
**TEB Board Room**

**Members Present:**

Casey Debus  
Bob Schmalzreid  
Debbie Ochsner

John Cline  
Amy Smith

Xi Fen  
Roger Humphrey

**Members Absent:**

Georgia Younglove  
Joel Alworth  
Rex Cogdill  
Jeremy Christenson

**Motion to approve minutes from March 2<sup>nd</sup> meeting made by Roger and seconded by Casey, minutes passed**

**CCSSE Update from Xi**

- Surveyed 55 out of 83 courses
- Responses received were 291 out of 600
- 2015 – 346 valid responses because of amount of students that don't meet requirements, such as being under the age of 18 and others.

**Indicators of Performance Update**

- John C worked with Jeremy to list initiatives under specific strategic directions.
- As the committee started to assign percentages to prove success that more initiatives need to be defined.
- John and Jeremy would work more on this assignment.

Meeting Adjourned at 1:00 pm