

OUTCOMES ASSESSMENT COMMITTEE MEETING

September 30, 2010

11:00 a.m., AC Conference Room

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

Others Present: Lynn Wamboldt, Aaron Bahmer

Members Absent: Melissa Meeboer and Marilyn Miller

Approval of minutes for April 22, 2010 mtg.	Minutes approved: Dee moved, Pam seconded
Committee Membership	The committee received an updated membership list. Kate and Geri elected to serve another term each. The membership list also shows the Division rotation schedule for two representatives.
Upcoming HLC Visit-What to Expect	<p>The HLC team could be looking for evidence of how assessment is disseminated. Documentation showing that Outcomes Assessment Committee members are sharing in their Division meetings could be minutes or notes from those meetings. The Chair for Outcomes Assessment is a permanent member of the Curriculum & Learning Council and reports or shares assessment items. The CLC minutes should reflect that also.</p> <p>Larry will organize the committee documents for the physical evidence room. Dee reported that at least one member of the HLC team will meet with this committee. She urged everyone to be ready to give examples of what they do for assessment.</p>
Planning for Faculty Meeting Oct. 19 th , 12-1pm, T131 & 132	<p>Larry and Kim will be presenters. They will review the Outcomes Assessment Summary (available on web site) and review connections between program goals and syllabi to make sure they match.</p> <p>The committee discussed the idea of a monthly in-service day that could be used to present assessment items, workshops on Campus Cruiser assessment tools, and other topics.</p>
Revised Action Plans-Next Steps	The committee was given copies of the revised action plans and moved on to the faculty job aids topic which is one of the strategies for the assessment process. This action plan is the committee's priority number one action plan.
Faculty Job Aids for Assessment Tools	Aaron Bahmer gave some background information about the assessment tools available in LancerNet. Faculty will have an Outcomes Assessment sub tab under the Academics tab for reporting CATs, Course, and Program reports. One feature available to faculty is that they can accumulate a list of CATs which can be edited until a CAT is submitted. They need to mark only one CAT either from the list or Other and submit by email. Right now, faculty must specify Division and course for CATs; however, after discussion from the committee, Aaron will fix it to allow multiple-choice of Divisions for CATs. An information email will be sent out about the CATs. The committee questioned how far back to keep reports. It was recommended to keep at least the last 5 years.
CAAP Linkage Reports	Committee members received copies of the COMPASS/CAAP and ACT/CAAP linkage reports from May 2010. Committee members asked, "Should students be required to take the COMPASS tests if they do not have ACT scores?" It was noted that reading prerequisites are being required more and more. The committee will discuss this topic at the next meeting and make a recommendation to the Curriculum & Learning Council that all students need to take COMPASS if they don't have ACT scores. Kim will have a COMPASS/ACT/CAAP compiled report ready for the next meeting also.
UW New Transfer Student Report	The committee was given a copy of the UW New Transfer Student Report to review. Discussion of the report will be scheduled for the next Outcomes Assessment Committee meeting.
Community College Benchmarking Project	The committee received information on the Community College Benchmarking Project; however, discussion and presentation of the subject will be scheduled for the next Outcomes Assessment Committee meeting.
Next Meeting	The next meeting will be Thursday, Nov. 11, 2010 at 2:00pm in the AC Conference room.

OUTCOMES ASSESSMENT COMMITTEE MEETING

November 11, 2010

2:00 p.m., AC Conference Room

Members Present: Pam Capron, Larry Curtis, Dee Ludwig, and Marilyn Miller

Others Present: Lynn Wamboldt

Members Absent: Rex Cogdill, Geri Lewis, Melissa Meeboer, Kimberly Russell, and Kate Steinbock

Approval of minutes for 9/30/10 mtg.	Minutes approved: Marilyn moved, Dee seconded
HLC Visitation Followup	Challenges could be coming that the committee will need to incorporate into the assessment process. A Diversity Committee should be formed to identify goals by using the FoE Action Plan for Diversity. Marilyn is developing measurements for Information Literacy (5 standards). She will bring this to the committee for review. It was also suggested that a paragraph on this should be included in the Outcomes Assessment Summary report.
December 14 th Board Mtg. and Presentation of Summary Report	Since the committee spent this fall preparing for the HLC visitation, the summary report will be presented to the Board at the January 11, 2011 meeting to allow time to finish the report.
CATs	Aaron Bahmer requested that faculty committee members use the CATs function to see how it works and to report back any issues. Larry will need to demo the CATs at the next faculty meeting. The committee reviewed some of the proposed in-service activities including the Genocide presentation, two LMS training sessions, and Marilyn's Information Literacy assessment presentation.
2009-2010 Summary Report	The committee reviewed the section assignments for the summary report. The report should be put on the Curriculum & Learning Council Meeting agenda in December.
Program Goals & Objectives Website update	Weatherization needs to be added to the web site.
Goals completed, goals in progress, and goals set	<p>Goals met for 2009-2010 included:</p> <ol style="list-style-type: none"> 1. Incorporate EWC CCSSE results into Outcomes Assessment report and disseminate to college community at in-service and faculty meetings. Results of the CCSSE survey were talked about in the PEAQ self-study and at faculty meetings. 2. The EWC Outcomes Assessment web site was updated as needed during the year. 3. Provide more information and training to distance educators and adjuncts about the CATs. Larry accomplished some of this. More trainings are needed to incorporate the new LMS system. 4. Continue to find ways to close the assessment loop and communicate to constituents. Faculty are reporting that student awareness of assessment is increasing. 5. Research and explore adoption of CAAP/COMPASS/ACT linkage reports. Two linkage reports were purchased this summer-COMPASS/CAAP and ACT/CAAP. The reports were disseminated to all faculty. <p>The committee set some new goals and continued some of the goals from the previous year. The new goals include:</p> <ol style="list-style-type: none"> 1. Send Outcomes Assessment Chair to an assessment workshop; 2. The Information Literacy assessment will be developed and presented at the Spring 2011 In-Service; 3. Complete the self-study for the AVMA accreditation review; and 4. Clarify program assessment template in connection to the five core competencies for more consistent reporting. <p>Continuing goals include:</p> <ol style="list-style-type: none"> 1. Post job aids for completing assessments and continue updating the EWC Outcomes Assessment web site; 2. Continue providing information and CATs training to distance educators, adjuncts, and new faculty members; 3. Develop an Outcomes Assessment handbook (good start with the faculty handbook); 4. Continue finding ways to complete the assessment loop and communicate outcomes to

	constituents; 5. Request transfer data from other receiving institutions (Kim has started on this); and 6. Continue to work on improvement in all CAAP areas and maintain levels above the national average.
Next Meeting	The next meeting will be Thursday, Dec. 9, 2010 at 2:00pm in the AC Conference room.

OUTCOMES ASSESSMENT COMMITTEE MEETING

December 8, 2010

2:00 p.m., AC Conference Room

Members Present: Rex Cogdill, Larry Curtis, Dee Ludwig, Melissa Meeboer, Marilyn Miller, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Pam Capron and Geri Lewis

Approval of minutes for 11/11/10 mtg.	Minutes approved: Dee moved, Kate seconded
Notice of Fall 2010 CATs	Larry will send a clarification email to all faculty that the fall semester CATs will be reported in January due to web site construction delay. Larry will also need to remind faculty to do program assessments by working from an "intent to graduate" list from Sue Schmidt. Also the difference between a program assessment and a program review needs clarification. To get faculty into the habit of doing these assessment, a question could be put on faculty evaluations or one of their goals could be to complete assessments.
Review Outcomes Assessment Summary Report 2009-2010	The committee reviewed the report for corrections, additions, deletions, etc. Once revisions are complete, the report will be submitted to the Curriculum & Learning Council at the January 6, 2011 meeting. Following the council's approval, the report will be submitted to the Leadership Team then the January Board meeting. Dee
January Board Presentation	A powerpoint presentation will be developed for the board meeting.
Faculty In-Service	The committee discussed ideas for presentation during spring in-service. After reviewing the Information Literacy Rubric presented by Marilyn, it was determined that this could be presented at the spring in-service. A good definition of info literacy should be included along with the rubric and understanding how to give the source credit. Other discussion topics could include, Where do we tie this in for assessment?, How would they (faculty) report this?, and Blending this information into the course assessment. Other ideas included the Outcomes Assessment committee members mentoring new faculty and scheduling a meeting towards the end of the semester with faculty using the computer lab and actually working with them to do course assessments.
Future agenda items	<ol style="list-style-type: none">1. Need to work on assessment piece for AAS and certificate programs in the vocational areas.2. CCSSE – Dee will bring questions
Next Meeting	The next meeting will be Wednesday, Jan. 26, 2011 at 2:00pm in the AC Conference room.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, January 26, 2011

2:00 p.m., AC Conference Room

Members Present: Rex Cogdill, Larry Curtis, Dee Ludwig, Geri Lewis, Melissa Meeboer, Marilyn Miller, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Pam Capron and Kimberly Russell

Approval of minutes for 12/08/10 mtg.	Minutes approved: Marilyn made the motion to approve the minutes and Kate seconded the motion. It was determined that any action items in previous minutes should be brought forward for completion.
Action Items to be completed from previous meetings.	Action Item: Working with an “intent to graduate list” from Sue Schmidt, Larry will remind faculty to complete program assessments. Action Item: Add a question to faculty evaluations regarding completing assessments for the year or put complete yearly (semester) assessments as a goal. Note: Action Items will be highlighted within the minutes so that these can be completed and reported on and/or brought forward as agenda items to future meetings.
Information Piece	Oliver Sundby asked for a letter as a companion piece to the Outcomes Assessment Report presentation that Larry presented to the Board of Trustees. A copy of the Outcomes Assessment Report with the executive summary section marked was given to Oliver.
CAT Submission Tool	The CAT submission tool is available; however, submissions have been slow coming. Melissa reported that she and Peggy Knittel tried the tool and there were problems. Issues included never getting an email confirmation that the submission was successful, couldn’t see the submission, Larry did not receive an email confirmation that Melissa had completed the CAT, and Melissa found emails from students’ EWC email accounts in her spam folder. Action Item: Larry will send an email out to everyone that the submission tool still has a few bugs and to notify him if they submitted their CAT and didn’t get an email confirmation.
Missing Program Goals & Objectives	The following programs need a goals and objectives form completed so they can be posted to the Outcomes Assessment web site. Weatherization Technology Certificates Plate Welding Certificate Computer Applications Certificate (as soon as it is approved) Business Records Certificate (as soon as it is approved) Action Items: Lynn will contact Tim Nyquist for the Weatherization Technology. Larry will contact Rick Vonburg for the other programs.
Faculty Meeting	A faculty meeting will be scheduled on February 9 from 12:00pm – 1:00pm in T271 & T273. Larry will demonstrate to faculty where to find the assessment tools in LancerNet and faculty will be able to follow working hands-on in the computer labs. Sack lunches with bottled water will be provided on a table outside the classrooms.
Conference Ideas	The group talked a bit about the audio conference on Engaging Educators in Meaningful Assessment. Handouts were given to anyone who was unable to attend. Larry asked for any conference ideas. It was suggested to look for the Two-year Association of Community Colleges to see if there were any conferences scheduled through this association. Action Item: Marilyn volunteered to do some searching for related conferences gear toward two-year institutions.
CCSSE Update	A schedule of CCSSE related timelines was handed out which included date of submission of the master course list, a memo from the president to faculty, staff, and administrators announcing the survey, approximate time when the survey will be administrated, when results of the survey could be expected, how many courses are eligible to be surveyed, and the number of courses from the eligible list that will be surveyed. The last 2009 CCSSE survey averaged 25 minutes per class for students to complete the surveys. Courses excluded from the eligible list include internships, orientation classes, independent studies, lab-only classes, all concurrent classes, and any classes with less than three students enrolled. 193 classes are eligible to be surveyed. CCSSE will chose 56 classes to be surveyed.

Spring 2011 Meeting Dates Set	<p>The following dates were chosen for the rest of the spring semester Outcomes Assessment Committee meetings. February 23, March 23, and April 27 All meetings will be at 2:00pm. Action Item: Lynn will make room reservations for these dates (AC Conference Room preferred) and will send Outlook schedulers for all the dates.</p>
Other	<p>The committee discussed membership positions for the next year. Several committee members' retirements will leave membership openings for the Library Services position, two science division positions, and one business division position.</p>
Next Meeting	<p>The next meeting will be Wednesday, Feb. 23, 2011 at 2:00pm in the AC Conference room.</p>

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, February 23, 2011

2:00 p.m., T274

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

Others Present: Lynn Wamboldt

Members Absent: Rex Cogdill, Geri Lewis, and Marilyn Miller

Approval of minutes for 1/26/11 mtg.	Minutes approved: Melissa made the motion to approve the minutes and Kate seconded the motion.
Action Items to be completed from previous meetings.	<p>Action Item: Working with an “intent to graduate list” from Sue Schmidt, Larry will remind faculty to complete program assessments.—Larry & Kim will work with Sue Schmidt to complete this item.</p> <p>Action Item: Add a question to faculty evaluations regarding completing assessments for the year or put complete yearly (semester) assessments as a goal.—Larry needs to present this item at a Curriculum & Learning Council meeting for approval and action.</p> <p>Action Items: Lynn will contact Tim Nyquist for the Weatherization Technology. Larry will contact Rick Vonburg for the other programs.—Contact has been made; waiting on submission of program goals & objectives; upload to web site.</p> <p>Weatherization Technology Certificates Plate Welding Certificate Computer Applications Certificate (as soon as it is approved) Business Records Certificate (as soon as it is approved)</p> <p>Action Item: Marilyn volunteered to do some searching for related conferences geared toward two-year institutions.—Still need to find a conference.</p>
CATs & Course Assessments Update	<p>Larry reported that Aaron is close to having the course assessment tool ready. After discussion on problems with the submission of CATs, Larry will visit with Aaron. It was also suggested to include a list of the different CATs along with definitions and links so faculty can more easily choose and navigate through the assessment tool.</p> <p>Action Item: Larry will visit with Aaron about listing the CATs with definitions and links.</p>
Feedback from Faculty Meeting	<p>Melissa observed that several faculty members could not get into the CATs or received error messages. It was suggested that another faculty meeting session be planned to work hands-on with the course assessment tool.</p> <p>Action Item: Plan faculty meeting for fall 2011 or spring 2012 to do hands-on training for completing course assessments.</p>
Assessment Files	Lynn is working on moving files and folders from various locations on the M drive to the Assessment folder on the M drive. All committee members should have access to all folders under the Assessment folder on the M drive.
Conference Search Update	The committee members looked at several web site searches that Marilyn had found. The committee will continue searching for a conference on assessment.
CCSSE Update	Kim gave a brief update on the CCSSE survey. Eighty classes have been chosen to be surveyed. The college president will send out an introduction email to all “Lancers” with information about the survey. Kim will send an email to faculty whose classes were chosen to be surveyed. The faculty will have several times/days to chose from; then Kim will set up the survey schedule. Surveys will begin Feb. 28.
Strategic Planning	<p>The action plan on faculty in-service training for assessment will be updated with an in-service for course assessment training and carried forward for 2011-2012. The action plan for a professional development activity will also be carried forward for 2011-2012. A new action plan will developed to complete the annual report and incorporate the goals listed in the report into strategies to be accomplished. Another action plan will be to complete development of outcomes assessment tools on LancerNet.</p> <p>Action Item: Lynn will update the in-service training action plan, develop strategies for the new action plans and bring to the next meeting for review.</p>
Other	<p>The committee reviewed an email which presented definitions/examples for writing “objectives.” It was suggested that these should be presented to faculty at an in-service on course assessment for fall 2011 or spring 2012.</p> <p>Action Item: Present “objectives” at a faculty in-service on course assessment. Include this as one of the strategies for the in-service training.</p>
Next Meeting	The next meeting will be Wednesday, Mar. 23, 2011 at 2:00pm in the AC Conference room.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, April 27, 2011

2:00 p.m., T274

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

Others Present: Aaron Bahmer and Lynn Wamboldt

Members Absent: Marilyn Miller

Approval of minutes for 2/23/11 mtg.	Minutes approved: Dee made the motion to approve the minutes and Pam seconded the motion.
Action Items to be completed from previous meetings.	<p>Action Item: Working with an “intent to graduate list” from Sue Schmidt, Larry will remind faculty to complete program assessments.—Larry & Kim will work with Sue Schmidt to complete this item.</p> <p>Action Item: Add a question to faculty evaluations regarding completing assessments for the year or put complete yearly (semester) assessments as a goal.—Larry needs to present this item at a Curriculum & Learning Council meeting for approval and action.</p> <p>Action Items: Lynn will contact Tim Nyquist for the Weatherization Technology. Larry will contact Rick Vonburg for the other programs.—Contact has been made; waiting on submission of program goals & objectives; upload to web site.</p> <p>Weatherization Technology Certificates Plate Welding Certificate Computer Applications Certificate Business Records Certificate</p>
Review Strategic Action Plans	<p>Priority #1 – Complete annual Outcomes Assessment Report</p> <p>Priority #2 – Complete Developing Outcomes Assessment Tools on LancerNet</p> <p>Priority #3 – Provide in-service training for faculty on the use of assessment tools available on Campus Cruiser</p> <p>Priority #4 – The OA Committee Chair and/or members attend a professional development activity</p> <p>Priority #5 – Follow-up on concurrent and adjunct instructors completing CATs</p> <p>Action Item: Develop plans to complete the action plans.</p>
Demonstration of web site – CAT, Course and Program Report	<p>Aaron Bahmer gave a demonstration of the web site and various assessment tools available at this point. CATs reporting tool is complete. Course Assessment Tool – Aaron needs to fill in a C & P for everyone so that the course assessment can be done. Faculty have to complete a CAT before they can complete a course assessment. A list of any other previous courses that may have a course assessment was a suggestion. For the program assessment process, have a note that says, “do not include students’ names.” Both course and program assessment reports need to be editable. Listing of assessments: Program Assessments – Alphabetically by Program order Course Assessments – Alphabetically by Course CATs – Alphabetically by Last Name of Faculty</p> <p>Need to add a PDF tab and a Downloadable tab</p> <p>Action Item: Put Aaron on list for Carmie’s notification of added or deleted courses.</p>
Discussion – Adding Outcomes Assessment Questions to the Evaluation Process	A suggestion included adding a summary of assessment results to an instructor’s evaluation.
Outcomes Assessment Training/Education Conference	Action Item: Continue the search for a conference/workshop for the coming school year.
CCSSE Report & Linkage Decision	<p>Kim reported that 417 surveys were collected and mailed. There was a 50% response rate for the faculty portion of the CCSSE survey. It was decided to purchase just the COMPASS Linkage report then have Janet Martindale to the crosswalk of ACT into COMPASS. Cost for the one Linkage report is \$400.</p> <p>Action Item: Purchase COMPASS Linkage Report – Kimberly Russell</p> <p>Action Item: Kim will check with CCSSE as to why faculty have to guess what ethnicity students are in their classes</p>
Program Assessment Completion Date	Program assessments need to be done the week after finals or in August for Cosmetology and Veterinary Technology programs. Only faculty who are eligible to complete these will be able to do so. Questions – Who is responsible to make sure students are taking assessments? When outreach does an activity, who reports it?

In-Service Event for Fall Semester Start	<p>Ideas for in-service sessions: Demonstration of the assessment reports on LancerNet – one hour session with printouts Presentation on the CCSSE results and what to do with them – short session Action Item: Present one or both ideas above as in-service sessions</p>
CAAP Results	<p>We should be way above the national mean. Should CAAP be required? No, need to urge students to try harder on CAAP testing. Need to visit about whether or the outcomes assessment needs to be a credit course and include the CAAP test. Can the CAAP testing be opened at other times? Example of why it should include students change majors and end up going an extra semester. Maybe offer the CAAP testing in the fall to catch those who finish in the summer or maybe at the end of the fall semester for those who had to attend an extra fall semester in their program.</p>