



## OUTCOMES ASSESSMENT COMMITTEE MEETING

Friday, August 23, 2013

11:00 a.m., AC Conference Room

Members Present: Pam Capron, John Cline, Rex Cogdill, Rick Darnell, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Casey Debus

Approval of minutes for April 24, 2013 mtg.	Minutes approved. Dee made the motion to approve the minutes and John seconded the motion.  Kate welcomed new member, John Cline who is the second representative for the Arts, Humanities, Behavioral & Social Science Division.
Action Items to be completed from previous meetings.	<b>Action Items:</b> 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 VTTK, COSM, and WELD testing results in next year's Outcomes Assessment Final Report; include National Standards comparator data if possible.
CAAP Results	The committee reviewed the CAAP results for spring 2013. They would like to see a gender split for AA and AS students. Graduation numbers should also split out gender. All are waiting patiently for the Linkage report. Kim will place the order for this.
SENSE – Survey of Entering Student Engagement	The SENSE survey will be conducted from September 16 – 30. The survey is scheduled for every odd fall. No college studies courses will be surveyed. The proposed courses to survey included MATH 0900 thru MATH 1400, ENGL 0620 thru ENGL 1010, VTTK 1751, and TECH 1005.
CCSSE Survey Results	The committee reviewed results from the CCSSE survey. There was much discussion on the student effort results. The results from the CCFSSSE (Community College Faculty Survey of Student Engagement) were also reviewed.
Tracking Assessment Completions	The committee reviewed a spreadsheet developed to better track assessment completions. This spreadsheet is for all full-time faculty. Another spreadsheet will be developed to include all adjunct instructors to track CAT completions for each semester.
2013-2014 Meeting Dates	Tuesdays or Thursdays @ 2pm was the most supported days and time. John Cline prefers Thursdays. Kate will set the dates.
Other	The CCSSE statewide meeting will possibly be in Laramie this year. Dee will let everyone know when the workshop will be held. The committee discussed the graduate surveys and how they will be disseminated. The students will be given the survey and an envelope when they get their intent to graduate cards. Each student who returns the survey will get a free soft drink in the Student Center. Lynn is working on updating the website. The Educational Goals and Program Assessments need to be reviewed and updated so they can be incorporated into the Outcomes Assessment web page.



## OUTCOMES ASSESSMENT COMMITTEE MEETING

Thursday, October 10, 2013

2:00 p.m., AC Conference Room

Members Present: Pam Capron, John Cline, Casey Debus, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Rex Cogdill, Rick Darnell, and John Hansen

Approval of minutes for August 23, 2013 mtg.	Minutes approved. Kim made the motion to approve the minutes and Dee seconded the motion.
Action Items to be completed from previous meetings.	<p><b>Action Items:</b>            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 VTTK, COSM, and WELD testing results in next year's Outcomes Assessment Final Report; include National Standards comparator data if possible.            Kim to order Linkage report.</p>
Gender Split for AA, AS majors & Graduates	The committee reviewed the data for the gender split for Associates & Certificate majors and Graduates for years 2011-12 and 2012-13. The committee discussed the state's plan to increase Wyoming college graduates by 2% every year. This state plan may be attached to the college funding formula in future years. It was suggested that this data should be given to Rex for the Strategic Enrollment Management meeting.
SENSE – Survey of Entering Student Engagement	The SENSE survey is done. Kim reported that this survey was quicker to conduct than the CCSSE survey with fewer duplicate students in the surveyed classes. Kim has sent the survey information back to CCSSE and she hopes to have the survey results some time at the end of this year. A Thank You card from CCSSE for doing the SENSE survey was shared with committee members.
2012-13 UW New Transfer Student Report	The committee reviewed results from the 2012-2013 UW New Transfer Student Report. The number of EWC transfer students (43) to UW was down by two students compared to 2011-2012. Arts & Sciences and the Health Science departments receive the majority of WY community college transfer students. For Fall 2012, EWC had 32 students transfer to UW including nine students to Arts & Sciences, eight students to Agriculture & Natural Resources, six students to Education, and four students each to Business and Health Sciences.
WY CCSSE Workshop	<p>The WY CCSSE Workshop is planned for October 29 from 10:30am – 3:30pm at Casper College. Rex, Dee, Kim, and Lynn indicated that they were planning on attending. John Cline was a possible attendee. Lynn will reserve two vehicles for the trip. Lynn shared a thank you card from CCSSE regarding the SENSE survey.</p> <p>The committee decided against sending anyone to the Assessment Institute in Indianapolis on October 27 – 29.</p>
Other	<p>Casey and Becky met with the Dean at UW Libraries and reported that the Information Literacy core is changing. There will be a meeting next month to discuss learning objectives for information literacy. Casey reported that others include information literacy within the ENGL 1010 course and some are changing freshman seminar to include information literacy.</p> <p>November 30 was set as the due date for the Annual Outcomes Assessment Report.</p>
Next Meeting	The next meeting will be November 14 at 2pm in the AC Conference Room.

## **OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA**

November 14, 2013

2:00 pm AC Conference Room

1. Committee Picture for website
2. Approval of minutes from October 10, 2013 meeting
3. CCSSE Workshop Report – Dee, Rex, John H., and Lynn
4. A Matter of Degrees – CCSSE Supplement
5. Other

## OUTCOMES ASSESSMENT COMMITTEE MEETING

Thursday, November 14, 2013

2:00 p.m., AC Conference Room

Members Present: Pam Capron, John Cline, Rex Cogdill, Rick Darnell, Casey Debus, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent:

Approval of minutes for Oct. 10, 2013 mtg.	Minutes approved. John Hansen made the motion to approve the minutes and Casey seconded the motion.
Action Items to be completed from previous meetings.	<p><b>Action Items:</b></p> <p>Make recommendation to Curriculum &amp; Learning Council that students should take development courses during their first semester.</p> <p>Form workgroup to study and discuss CCSSE and other data.</p> <p>Lynn check with Aaron pertaining to printing out any completed assessments for prior semesters/years.</p> <p>Kate check with Aaron pertaining to putting pop-ups on LancerNet to remind faculty to report assessments (CATs, course, program).</p> <p>Invite Division Chairs to Outcomes Assessment Committee meeting to discuss reporting of assessments.</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>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> <p>Kim to order Linkage report.</p>
WY CCSSE Workshop Report	<p>The report from the CCSSE workshop included these highlights:</p> <p><u>CCSSE Results state wide</u></p> <ul style="list-style-type: none"> <li>*Students are still confused by word definitions used in the survey instrument such as “draft” and “college success class”;</li> <li>*Students should take development courses during their first semester—OA committee should make this recommendation to the Curriculum &amp; Learning Council;</li> <li>*Share CCSSE results college-wide;</li> <li>*Noted differences between full-time and part-time student results;</li> </ul> <p><u>Promising Practices</u></p> <ul style="list-style-type: none"> <li>*Require orientation</li> <li>*Students take College Studies during first semester</li> <li>*Develop student Learning Communities –Cosmetology, Vet Tech, and Welding programs seem to naturally have these communities because the students are taking all the same courses taught in a localized area of the college—students taking POLS, ENGL, and College Studies could be developed into a Learning Community—the TRIO program application process is coming up summer 2014—the college will apply for this opportunity again—Dee mentioned that the Learning Skills Lab is being renamed to Center for Tutoring &amp; Learning;</li> <li>*Intrusive advising—a “Retention Advocate” position could help with this as faculty and staff would be hard pressed to contact students at 4-week, 8-week, and 12-week intervals.</li> </ul> <p>The committee also discussed ideas where students could take a 1 credit hour refresher math course for 4 weeks, then take the next level math for the remaining 12 weeks—another idea was to have high school students take the refresher during the summer, then the next level math in the fall. The starting level of the Math COMPASS testing was also discussed—currently our students start at the pre-algebra level—it was suggested that they start at the elementary algebra level which could reduce the length of testing especially for students with more advanced math skills.</p> <p>An observation of the data showed that EWC rated lower on access to computer labs—the Library is open until 9pm and Casey reported that there are very few students using the computers in the evenings. The Student Center computer lab is open until 8pm. There are also computers available in the residence halls.</p> <p>A recommendation was made to form a workgroup to discuss the CCSSE data more in-depth.</p>
A Matter of	The committee was given a copy of the CCSSE supplement report “A Matter of Degrees” which is

Degrees	the 2 <sup>nd</sup> report for Identifying and Promoting High-Impact Educational Practices in Community Colleges. This report looks at which of the previously identified promising practices (contained in the 1 <sup>st</sup> report) appear to engage students effectively. The committee was encouraged to read the report.
Other	<p>The assessment completion tracking project is nearly complete with a few surprising results. The completion percentages for full-time faculty are lower than expected. CAT results are missing for a couple of semesters—Lynn will check with Aaron to see if he can access those— and only two program assessments were completed for last year. Kate encouraged the group to tell everyone in their respective divisions that all three assessments can be completed for this past year. Also LancerNet is working well, so they should not have any issues with it. Kate is available to help with assessments. Suggestions included putting the assessment reports on the annual faculty evaluation form, invite the Division Chairs to an Outcomes Assessment meeting, and putting pop-ups on LancerNet to remind faculty to complete assessments—Kate will visit with Aaron about this.</p> <p>Kate reported that a draft of the Outcomes Assessment Report will be presented at the next OA meeting.</p>
Next Meeting	The next meeting will be December 12 at 2pm in the AC Conference Room.



## OUTCOMES ASSESSMENT COMMITTEE MEETING

Thursday, December 12, 2013

2:00 p.m., AC Conference Room

Members Present: John Cline, Casey Debus, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Pam Capron, Rex Cogdill, and Rick Darnell

Approval of minutes for Nov. 14, 2013 mtg.	Minutes approved. Dee made the motion to approve the minutes and Kimberly seconded the motion.
Action Items to be completed from previous meetings.	<b>Action Items:</b> Make recommendation to Curriculum & Learning Council that students should take development courses during their first semester. Form workgroup to study and discuss CCSSE and other data. Kate check with Aaron pertaining to putting pop-ups on LancerNet to remind faculty to report assessments (CATs, course, program). Invite Division Chairs to Outcomes Assessment Committee meeting to discuss reporting of assessments. 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. Kim to order Linkage report.
Review 2012-2013 Outcomes Assessment Report	A recommendation from this past year was to include testing results from the Vet Tech, Cosmetology and Welding programs. These results will be added right after the Perkins Report. The committee reviewed the graphed CAAP test results and recommendations that will be included in the report. The recommendation was Mathematics, Science, and Critical thinking skills be emphasized more heavily in the academic transfer courses because they are less than 1% above the national mean. The committee reviewed the Surveys section of the report which included results from the CCSSE survey. Discussion included adding clarification wording regarding the college's highest and lowest scores. Kim will make the necessary edit. The committee reviewed and approved the UW Transfer Student Assessment page of the report. The Perkins report was briefly reviewed. Lynn will add the results of the performance indicators for Perkins to the report also. For the Distance Learning report page, Aaron Bahmer will be asked to add the enrollment and completion rates for distance learning courses. The committee also wanted to add success rates for enrolled students. Kim will get those statistics to Kate. Lynn reported that the Plan of Assessment and the Program Assessment Components pages are done and just need to be added to the report. The goals for 2013-2014 are from the strategic plans. Lynn will send those to Kate to add to the report. The report will also contain five samples of CATs and Course Assessments along with all of the Program Assessments. Kate will send out a reminder email (a CAT Roundup email) on Monday, December 16 to faculty to complete their CATs for fall. The report will be presented to the EWC Board of Trustees at the January 14, 2014 monthly meeting.

## **OUTCOMES ASSESSMENT COMMITTEE MEETING AGENDA**

March 18, 2014

3:00 pm AC Conference Room

1. Approval of minutes from December 12, 2013 meeting
  
2. Outcomes Assessment Report (available on website)
  
3. Instructional Program Review Statistical Data (handout)
  
4. Strategic Planning – (Set goals for 2014-2015 Outcomes Assessment Report)
  
5. Review Reporting Data for CATs and Course Assessments
  
6. CAAP Tests –  
    \$5 Coupons for on-campus students completing CAAP testing?  
    Cups or water bottles for off-campus students?
  
7. Next meeting date?
  
8. Other



## OUTCOMES ASSESSMENT COMMITTEE MEETING

Tuesday, March 18, 2014

3:00 p.m., AC Conference Room

Members Present: Pam Capron, John Cline, Rex Cogdill, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Casey Debus, John Hansen, and Rick Darnell

Approval of minutes for Dec. 12, 2013 mtg.	Minutes approved. Kim made the motion to approve the minutes and Pam seconded the motion.
Action Items to be completed from previous meetings.	<p><b>Action Items:</b>          Kim to bring example exit survey to the next committee meeting – April 15, 2014.          Give copy of Assessment reporting spreadsheets to Division Chairs.          Form workgroup to study and discuss CCSSE and other data.          Kate send out two reminder emails to faculty to complete assessments.          Invite Division Chairs to Outcomes Assessment Committee meeting to discuss reporting of assessments.          Kim to follow-up with obtaining transfer information from Chadron.          Kim to order Linkage report.          Include testing results from the Vet Tech, Cosmetology and Welding programs in the next Outcomes Assessment Report.</p>
Review 2012-2013 Outcomes Assessment Report	The Outcomes Assessment Report was put in member mailboxes in January after it was presented to the Board of Trustees by Kate. The report is also posted on the Outcomes Assessment webpage.
Instructional Program Review Statistical Data	Those members who had not received the program review data were given a copy.
Strategic Planning (Goals for 2014-2015)	<p>The committee reviewed last year's strategic plans for updates. The strategic plans are the goals of the committee that will be reflected in the next Outcomes Assessment report.</p> <p><b>Goal #1 – Continue providing information and Classroom Assessment Techniques (CATs) training to distance educators, adjuncts and new faculty members.</b> Several strategies for this goal were completed and a new strategy was added—Kate and others will develop a streaming video on completing assessments.</p> <p><b>Goal #3 – Continue finding ways to complete the assessment loop and communicating outcomes to constituents.</b> Continue this goal.</p> <p><b>Goal #4 – Request transfer data from other receiving institutions, in particular Chadron State College and Black Hills State University.</b> Continue this goal.</p> <p><b>Goal #5 – Continue to work on improvement in all CAAP areas and maintain levels above the national average.</b> Add strategy to concentrate on Critical Thinking/Math/Science areas for 2014-2015.</p> <p><b>Goal #6 – Develop an assessment tutorial video that can be placed on LancerNet.</b> Completed.</p> <p><b>Goal #7 – Work closely with faculty and the Curriculum &amp; Learning Council in reviewing and analyzing general education recommendations for change.</b> Add strategy to continue to understand UW's University Studies Program (USP) requirements.</p> <p><b>New Goal – Use an Exit Survey to collect immediate feedback and pertinent future location data for administering the graduate survey and to increase graduate survey responses.</b> One strategy would be to develop a one page survey to be given to students when they pick up their 'Intent to Graduate' card. Students complete the survey along with their intent cards. Sample questions for the survey should include "What are your future goals?, What school are you transferring to?, and How can we contact you?" Kim will bring an example to the next meeting.</p>
Reporting Data for CATs, Course, and Program Assessments	The committee was given copies of the spreadsheets with completion data for CATs, course, and program assessments. As of this date, only four CATs have been reported for Spring 2014 (8%) and twenty-six for Fall 2013 (52%). Suggestions included giving a copy of the spreadsheets to the Division Chairs to help remind faculty to report their assessments. Kate will also send out two more email reminders. The committee agreed to sponsor an incentive drawing for completing CATs. An iPad mini will be purchased for drawing. Faculty who complete both fall 2013 and spring 2014 CATs will be eligible to have their names in the drawing. The drawing will be held on the last faculty meeting – Tuesday, May 13, 2014.
CAAP Tests	The committee agreed to do the \$5 coupons for on-campus students who complete CAAP tests and cups for the outreach students. Rex will send out a reminder of the CAAP exam dates. Rex reported that his letter had already been sent out but he did include the \$5 coupon information.

SENSE Survey Results	The committee reviewed the Key Findings for the SENSE 2013 survey.
Other	The CCSSE survey will be administered one year from now in Spring 2015. The committee agreed that the SENSE survey should be administered at least two more times to complete the cycle of students surveyed. The SENSE survey will be administered in Fall 2015.
Next Meeting Date	The next Outcomes Assessment meeting was set for April 15 at 3pm in the AC Conference Room.



## OUTCOMES ASSESSMENT COMMITTEE MEETING

April 15, 2014

3:00 p.m., AC Conference Room

Members Present: Pam Capron, John Cline, Rex Cogdill, Casey Debus, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Rick Darnell, Casey Debus, John Hansen, and Dee Ludwig

Approval of minutes for March 18, 2014 mtg.	Minutes approved. Pam made the motion to approve the minutes and Casey seconded the motion.
Action Items to be completed from previous meetings.	<p><b>Action Items:</b>            Form workgroup to study and discuss CCSSE, National Community College Benchmark Project, and other data. Bring more complete data results to 1<sup>st</sup> meeting in August.            Invite Division Chairs to Outcomes Assessment Committee meeting to discuss reporting of assessments.            Kim to follow-up with obtaining transfer information from Chadron.            Kim to order Linkage report.            Include testing results from the Vet Tech, Cosmetology and Welding programs in the next Outcomes Assessment Report.</p>
Review Graduate and VTTK Survey Results	The committee reviewed the graduate survey results and the VTTK survey results. Both surveys had low return percentages with a 14.6% return on the graduate survey and 31% on the Vet Tech survey. Twenty out of 137 graduates completed the survey while four out of 13 Vet Tech students completed a survey. The committee discussed ways to increase the return rates on these surveys and to collect more current demographic data.
Example of Exit Survey	The committee reviewed an example graduate survey from Sheridan College. The committee provided edits and additions to the example including collecting an address, email and phone number for future contact with graduate survey and Vet Tech Survey. It was also suggested that the survey be given to students in paper form when they pick up their intent to graduate card. Then return the survey along with the intent card. The survey could be handed out with the summer intent to graduate cards and maybe an email sent out to faculty to encourage their students to complete the survey.
Review National Community College Benchmark Project (NCCBP) Results	The committee reviewed results for the NCCBP. It was suggested that a workgroup should be created to study the data from NCCBP, CCSSE, SENSE, and any other data results at the meeting in August. Kim will bring more complete data results on NCCBP to the first meeting in August.
Higher Learning Commission (HLC) Policy Changes – Student Survey	The committee received information on an HLC policy change which will allow the Commission to conduct a survey of student satisfaction to be used by peer review teams at all reaffirmation of accreditation and other visits where appropriate with the results used as an additional data point to help focus questions for peer review teams during meetings with faculty, staff and students. An overview and sample survey was given to committee members. The committee wondered if we could use CCSSE. This will be a further discussion point closer to the next comprehensive evaluation.
HLC Conference Info on Assessment	The committee was given a handout from the recent HLC Conference which Dee attended in March on the Assessment Planning Process. The committee does include the Assessment Plan in the Outcomes Assessment Report.
Other	<p>Kate reported that she is working on the script for CATs. She also sent out a reminder email to faculty to complete their assessments. She will send out another email reminder during finals week. Lynn reported that Aaron posted a ‘pop up’ reminder on LancerNet for the week of March 28 and April 14; he will also post one on May 5 through finals week.            Lynn reported that the Testing Center gave out 40 coupons for CAAP tests on campus; and cups were sent to 16 outreach students.            The committee reviewed membership for the coming year. Kate will contact Rick Vonburg for a Business &amp; Technology Division member and Chris Wenzel for a Science Division member to serve for the next term.            Committee members were given final copies of the Outcomes Assessment Strategic Plans for 2014-2015.</p>
Next Meeting Date	The next Outcomes Assessment meeting will be set during the Fall 2014 in-service week.