

Assessment Committee Meeting Minutes For January 26, 2006

Attendees: Mike Taylor, Nancy Diede, Jennifer Smith, Melissa Dreyer, Danny Claborn, Mary Dickson, Steve Holley, Curtis Miller, Mark Allen, Terryl Lindsey, and Mary Millikin

The meeting began at 11:34 am in the Distance Learning Lab. The committee reviewed and approved the meeting minutes from the last meeting.

Assessment Week

Next week testing takes place using the CCTDI in all Units. The Assessment Coordinators for each academic Division reported the following faculty have scheduled testing in their class(es):

1. **Arts & Science** – Melissa, Jennifer, and Mark
2. **College Readiness Center** – (Jennifer in A&S only)
3. **HET and Hospitality** – Paul Oswald and Nancy
4. **Auto Collision** – Terryl and Wendell Milne
5. **Auto Service** – Terryl and Tim Dwyer
6. **CNS & ACR** – Mike
7. **HEVi** - Terryl
8. **EET, EGT and MFG** – Gary Medlock, Mike McFarland, and Randy Hahne
9. **IT** – Danny
10. **VisCom** – Mary D., James McCullough, Dennis Crouch, and Mike Moore
11. **Watch** – Stan and Ben Lam

TracDat Reporting

All Assessment Coordinators should be working on Annual Assessment Reports for 2004-2005 Academic Year, and should scheduling work sessions with Danny or Mary M. as needed. The due date for Annual Assessment Reports March 17. The TracDat URL is: <http://osuokm-fs03:8080/TracDat/tracdat/index.jsp>. The school code is osu-okm. User names are first initial of first name plus last name. Passwords are the same.

The next meeting is scheduled for February 23 after Assessment Week. The meeting adjourned at 12:35 pm.

Assessment Committee Meeting Minutes For September 15, 2006

Attendees: *Mike Taylor, Mary Millikin, Steve Holley, John Pemberton, Nancy Diede, Terry Lindsey, Danny Claborn, Paul Margwarth, Curtis Miller, and Bob Avakian*

The meeting began at 11:35 am in the Distance Learning Lab. The committee reviewed and approved the meeting minutes from the August meeting.

Assessment Website

Members were encouraged to browse the IA&R website. Minutes from this meeting will be submitted to Chris Yandle for posting before Mary M. leaves.

Update on Assessment Handbook and Assessment Tool Collection

Bob A. reported that all Arts & Sciences assessment tools have been collected. Mike Taylor reported that he has submitted assessment instruments for Construction. Other technical program instruments will be brought to the November meeting.

Faculty Release Time Policy

The committee developed and approved the following revised suggested policy statement to submit to Drs. Avant and Klabenes for faculty release time for compensation of time and talent on the Assessment Committee:

Faculty Assessment Committee Release Time: In order to encourage full participation in Assessment of Student Learning, active college Assessment Committee members receive three credit hours of release time per semester. If teaching less than a full load, committee work will replace a three credit hour course. Faculty may elect to accept adjunct pay for a three hour course in lieu of release time.

TracDat Update

Two new invoices have been received from Sungard for TracDat. These are in the process of being investigated for payment. Also, we have been as yet unsuccessful in finding a Sungard employee to help us figure out how to archive last year's assessment report and begin on this year's report. The new Account Rep, John Pitzel, has suggested we contact Mr. D'Shazio at Sungard for this information.

Assessment Task List for 2006-2007 Academic Year

The committee developed a task list for the upcoming year. It was suggested by Mary that all divisions bring a copy of Program Objectives revised from summer assessment meetings/sessions to the October meeting, and updated assessment tools to the November meeting.

- Revise Assessment Manual and approve through committee
- Collect all existing assessment instruments
- Participate in Assessment Academy and re-accreditation efforts beginning spring 2007. Complete a panel report to campus.

- Institute assessment artifact student sign-off in Student Affairs
- TracDat report for 2005-2006 Academic Year
- Self-reflection instrument development for summative assessment of Ethics
- Development of training for new faculty in writing program objectives and competencies. These can be presented at brown bag lunches.
- Develop Assessment Training Center
- Conduct Assessment Week 2007: Diversity

The meeting adjourned at 12:30. The next meeting was set for October 20, 2006.

Assessment Committee Meeting Minutes For August 18, 2006

Attendees: *Melissa Dreyer, Mike Taylor, Mary Millikin, Steve Holley, John Pemberton, Nancy Diede, Terryl Lindsey, and Mary Dickson*

The meeting began at 11:36 am in the Distance Learning Lab. The committee reviewed and approved the meeting minutes from the July meeting after noting that Pam Price-Hoskins attended the July meeting in lieu of Nancy Diede.

Standardized Assessment Statement for Syllabi

Melissa described the purpose of having a standardized assessment statement for new members. The suggested paragraph was read by attending committee members and approved. Revisions can be made next fall.

Assessment Training/Reviews in Academic Units

Annual Division Assessment Reviews have been conducted in all divisions except Watchmaking, Auto Service, ETD, and HEVi. HEVi and ETD are scheduled for the next two weeks, and Auto Service and Watch are TBD. In addition, Steve Doede has agreed to work with Bill Voorhees and select an AC member from the Auto Service faculty to most effectively assess student learning.

Assessment Reviews have been beneficial. Faculty have suggested new criteria for next year's Division Report Cards, such as Faculty Load defined as a ratio of: [a] salary to enrollments; square foot of division space used to enrollments; and [c] number of support staff to enrollments. Construction, ACR, ETD, O&P, Nursing, and Hospitality expressed interest in revising Program Objectives and assessments for the coming year. Arts & Sciences has already made assessment revisions.

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Assessment Task List for 2006-2007 Academic Year

The committee developed a task list for the upcoming year and will discuss and approve it at the September meeting.

The meeting adjourned at 12:30. The next meeting was set for September 15, 2006.

Assessment Committee Meeting Minutes For July 20, 2006

Attendees: *Brandon Thrash, Mike Taylor, Melissa Dreyer, Danny Claborn, Terryl Lindsey, John Pemberton, Pam Price-Hoskins, Jennifer Smith, Robert Whalen, Curtis Miller, and Mary Millikin*

The meeting began at 11:39 am in the Distance Learning Lab. The committee reviewed and approved the meeting minutes from the June meeting.

Standardized Assessment Statement for Syllabi

Melissa Dryer provided a sample syllabus from Comp II with a suggested standardized Assessment Statement. The statement read as follows:

**The student's grade for the _____ will be used in the university's assessment of student learning. A 70% competency of higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.*

Committee members agreed on the assessment paragraph for campus-wide usage.

Discussion also ensued regarding the necessity for a page for student consent to have samples of their work retained for Assessment Portfolio purposes. These work samples will serve as evidence of student learning and will be helpful for the upcoming HLC re-accreditation process.

Summer Division Assessment Meetings

Mary Millikin will be leading Assessment Meetings in each division over the next month to review results from the last academic year. These will also serve as opportunities for assessment plan review and development and ultimately curriculum review. Arts & Sciences has completed its training. Visual Communications has scheduled for Tuesday, August 8. All divisions Assessment Committee members need to schedule in the coming week.

Revised Assessment Manual Update

Jennifer Smith is on track with Assessment Manual revisions which should be complete by September. She has collected assessment tools from the majority of programs at this time, and will have this complete as well by the fall semester.

Meeting Time Change

In order to allow for Culinary Arts faculty to join the team, meetings have been changed from the third Thursday of each month to the third Friday of each month at 11:30 am in the Distance Learning Lab.

The meeting adjourned at 12:25. The next meeting was set for August 18, 2006.

Assessment Committee Meeting Minutes For July 20, 2006

Attendees: *Brandon Thrash, Mike Taylor, Melissa Dreyer, Danny Claborn, Terry Lindsey, John Pemberton, Nancy Diede, Jennifer Smith, Robert Whalen, Curtis Miller, and Mary Millikin*

The meeting began at 11:39 am in the Distance Learning Lab. The committee read the meeting minutes from the June meeting and moved to approve.

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**Assessment Committee Meeting Minutes
For February 23, 2006**

Attendees: Mike Taylor, Nancy Diede, Jennifer Smith, Melissa Dreyer, Danny Claborn, Mary Dickson, Steve Holley, Curtis Miller, Terryl Lindsey, Bob Avakian, and Mary Millikin

The meeting began at 11:35 am in the Distance Learning Lab. The committee reviewed and approved the meeting minutes from the last meeting.

Assessment Week

Assessment Week resulted in the implementation of the CCTDI to 201 students. Each program of study has been assessed with 6 or more students, with the exception of HEVi which will test a class once the new 8-week semester is underway.

The following table displays the sample breakdown:

**Assessment Week 2006
California Critical Thinking Disposition Inventory
N = 211**

| Code | Program of Study | Class | No. of Students |
|-------------|--|-----------------------------------|------------------------|
| 01 | Engineering Technologies – Design/Drafting | Mike McFarland | 12 |
| 02 | Auto Service (Pro Tech) | Tim Dwyer | 17 |
| 03 | Collision Technology | Wendell Milne | 15 |
| 06 | HEVi | Terryl Lindsey | 12 |
| 04 | Graphic Design | Dennis Crouch | 12 |
| 05 | Engineering Technologies - Electronics | Gary Medlock | 2 |
| 03 | Collision Technology | Jennifer Smith (Business Math) | 16 |
| 12 | Gen Ed | Jennifer Smith (Business Math) | 1 |
| 07 | Nursing | Nancy Diede | 8 |
| 08 | Construction Technologies - Management | Mike Taylor | 3 |
| 09 | Engineering Technologies - Manufacturing | Randy Hahne | 4 |
| 08 | Construction Technologies - Management | Mike Taylor | 4 |
| 11 | Orthotics | Paul Oswald | 6 |
| 12 | Gen Ed | Mark Allen Physical Science | 5 |
| 13 | | Mark Allen | 1 |

| | | | |
|-------|---------------------------------|--------------------------------|-----|
| | Business | Physical Science | |
| 10 | Pre Ed | Mark Allen Physical Science | 4 |
| 19 | IT | Mark Allen Physical Science | 1 |
| 13 | Business | Glenda Eckert | 20 |
| 14 | ? | Melissa Dreyer Fresh Comp I | 9 |
| 15 | MultiMedia | James McCollough | 11 |
| 16 | Culinary Arts | Rene Jungo | 15 |
| 17 | Photography | Mike Moore | 8 |
| 18 | Watchmaking and Microtechnology | Stan McMahan and Ben Lam | 14 |
| 19 | IT | Danny Claborn | 11 |
| Total | | | 211 |

This year Assessment Week was advertised in E-Notes and on the plasma screens in the Student Union, NCAT, and the Residence Halls. Several suggestions were made for 2007 Assessment Week, which will have dual themes of Diversity and Communication. Suggestions included having t-shirts made up to give to student and faculty participants, passing out the student assessment newsletters the week prior to assessment week rather than during, and advertising on Web for Students or the college main website.

TracDat Reporting

All Assessment Coordinators are working on Annual Assessment Reports for 2004-2005 academic year. The due date for Annual Assessment Reports March 17. The TracDat URL for PCs is: <http://osuokm-fs03:8080/TracDat/tracdat/index.jsp> and for MAC users is 139.78.255.9:8080/TracDat/tracdat/index.jsp. The school code is osu-okm. User names are first initial of first name plus last name. Passwords are the same.

Assessment Membership

Danny suggested Valerie Carter be asked to join the Assessment Committee to represent the Hospitality Division, which has never had an attending member. Mary M. agreed to make this request through Rene Jungo, Division Leader.

The next meeting is scheduled for March 23, the week after Spring Break. The meeting adjourned at 12:32 pm.

Assessment Committee Meeting Minutes For March 23, 2006

Attendees: Danny Claborn, Terryl Lindsey, Robert Whalen for Steve Holley, Jennifer Smith, Mike Taylor, Curtis Miller, and Mary Millikin

The meeting began at 11:34 am in the Distance Learning Lab. The committee reviewed and approved the meeting minutes from the last meeting.

Assessment Academy

Dr. Avant has suggested our college apply for the HLC (NCA) Assessment Academy which offer a four-year sequence of events and interactions focused on student learning, targeting acceleration of advancement of efforts to assess and improve student learning, build institutional commitment to assessing and improving student learning, and confronting challenges and barriers to establishing a culture of assessment. The committee voted to apply for participation in this institute.

Assessment Week Results

Discussion of these findings were tabled until the TracDat report is complete in May. The committee decided to report findings in E-Notes, the Faculty Council, the Staff/Faculty Council, and the Administrative Council meetings.

TracDat Reporting

All TracDat reports are complete for the last academic year with the exception of HEVi, Auto Service, Collision, Hospitality, Electronics, Drafting Design, and Manufacturing. These will be completed before the end of May.

The next meeting was scheduled for May 18 to avoid the end of the Spring semester crunch. The meeting adjourned at 12:30 pm.

Assessment Committee Meeting Minutes For May 18, 2006

Attendees: *Danny Claborn, Mary Dickson, John Pemberton, Robert Whalen, Nancy Diede., Mark Allen, and Mary Millikin*

The meeting began at 11:40 am in the Distance Learning Lab. The committee reviewed and approved the meeting minutes from the last meeting. No meeting was held in April due to a conflict with end of the semester grading.

Assessment Report

Nearly all divisions have completed their first annual Assessment Report using the new TracDat software. Only Engineering and Auto Service/HEVi remain. The report will be printed and submitted to Drs. Avant and Klabenes by June 1.

Annual Higher Learning Commission Conference

Danny and Mary Dickson attended the annual HLC conference in Chicago in March. Danny noted that OSU-Okmulgee's accreditation review is in 2009-2010, and preparations will begin next year in 2007. Danny summarized our own assessment progress in comparison with other colleges as good with one caveat. Division assessment plans are generally well done; however, the Assessment Committee needs to keep them on the proverbial radar screens of divisions for them to be useful, and division chairs need to be brought in a more active role.

Association of Institutional Assessment & Research

Mary Millikin attended the annual AIR conference in Chicago in May. She returned with new ideas for Institutional Research and a sense that our Institutional Assessment process is well developed. The implementation for full benefits is our existing challenge. A focus on division assessment meetings and increased division chair involvement is needed to fully evolve into a culture of assessment.

Summer Assessment Training

Reporting of last year's Assessment Report using TracDat and most recent assessment data will begin in July and continue through August in each academic division. Discussion of results will be the primary focus. These meetings will fuel action plans for the coming year and will be recorded in next year's assessment report. TracDat training for faculty and division chairs will occur during the Fall semester.

Assessment Academy

Mary M. will complete the application process for the HLC Assessment Academy which offers a four-year sequence of events and interactions focused on student learning, targeting acceleration of advancement of efforts to assess and improve student learning, build institutional commitment to assessing and improving student learning, and

confronting challenges and barriers to establishing a culture of assessment. It will be submitted to Dr. Avant for her review by Friday, June 16.

New Business

Mark Allen has approved faculty release time for all three faculty members from Arts & Sciences, and he recommended that a policy be created and submitted to Drs. Klabenes and Avant requiring release time or payroll compensation for faculty who are active on the Assessment Committee.

The next meeting is scheduled for June 15, 2006. The meeting adjourned at 12:28 pm.