

**ASSOCIATE CHIEF ACADEMIC OFFICER**

Date: January 22, 2008
To: Educational Assessment Oversight Committee
From: Beth Pitonzo
Cc:
Subject: EAO Meeting Minutes of January 18, 2008, 3-4:30 p.m.

Approved

Present: Jim Arnold, Gerry Barra, Bob Buroker, Stephanie Cram, Anna Johnson, Lee Mitchell, Beth Pitonzo, Wendy Schissel, Jack Schommer, Nancy Szofran, Teri Tong and Amy Widger

Absent/Excused: Larkin Franks, Keith Maneval, Tim Polly and Kari Rothi

Guest: Tim Green joined the meeting at 3:50 p.m.

Call to Order and Review of Minutes

Beth Pitonzo called the Ed Assessment Oversight Committee meeting to order at 3:05 P.M. She asked the committee to review the minutes of October 19, 2007, *Exhibit A*.

Actions:

- ✓ M/S by S. Cram and W. Schissel to approve the October 19, 2007 minutes as written. Approval was unanimous.

Election of new Co-chairs (B. Pitonzo)

Beth reported that Tim Polly is teaching at this time during winter term and will not be able to participate in EAO and has asked that he be replaced as co-chair of the committee. She acknowledged Gerry Barra for her work on the General Education Task Force and Tim for his work as co-chair of the Ed Assessment Oversight Committee.

The committee members were asked if one person from the career-technical and one from transfer areas would like to assume the co-chair duties. Beth reported that Jack Schommer (career-tech) and Lee Mitchell (transfer) have both expressed an interest in serving as co-chairs. Jack and Lee supported Beth's statement saying they were willing to serve. Beth will continue to facilitate the meetings.

Actions:

- ✓ M/S by A. Widger and G. Barra to elect Jack Schommer and Lee Mitchell as co-chairs of EAO. Approval was unanimous.

Review the CAAP Results and Future Implementation Strategy, Exhibit B (T. Green and N. Szofran)

Tim Green reviewed the CAAP scores for MHCC freshman and sophomores vs. the national scores in the areas of communication (reading and writing), computation and critical thinking.

Beth asked how other institutions are defining sophomores.

Tim replied that it is self-reported; the student indicates whatever he/she believes their standing to be. He has not seen any information regarding defining sophomores.

Tim reported on concerns with the CAAP test in two areas:

- 1) Students should have similar characteristics. Making comparisons between freshman and sophomores pertaining to motivation towards degree attainment is suspect.
- 2) The sampling methodology is burdensome. Arranging to conduct the test twice per year is time consuming; the classes sampled are not selected until the fourth week; and faculty are resistant to late notification and giving up class time for testing.

He recommended the following:

- 1) Discontinue the cross-sectional analysis.
- 2) Conduct the CAAP test once per year in the spring for sophomores, only and compare results to national standardized values..

Actions:

- ✓ M/S S. Cram and W. Schissel to accept Tim's recommendation. Approval was unanimous.
- ✓ Tim will check on how students are defined as freshman or sophomores.

Discuss Implementation of the Information/Computer Literacy Assessment (ETS-iSkills)

(B. Pitonzo and N. Szofran)

Beth and Nancy reported that the iSkills technology and information literacy test was selected to serve as both an assessment tool and a challenge test.

Nancy indicated that since the Math CAAP test is no longer being administered, the funds could be used for the iSkills testing. The test is 75 minutes in length and can be done in two parts. The first 15 minutes is for registration. Students are selected by a stratified random sample.

Beth asked the group if they want to select a group of sophomores for spring term and start the computer testing for a baseline figure. If so, how do we go about getting faculty and students to participate?

Suggestions included:

- Create a script that instructors read to the class as to why we are doing the test.
- Look at placing a statement in the catalog.
- As a motivator, offer the test as a challenge. (No, this would compromise the sampling if a student thinks they are particularly good in the subject area.)
- Can we identify classes? No, that is part of the random selection.
- Pull classes earlier and tell faculty earlier.
- Inform faculty that schools all over the country are using these assessment tests.

- It would be good to have some areas that are standardized.
- Once a week classes should never be tested.
- During in-service hold mini-workshops.
- Allied Health does standardized testing and it is really useful for them.
- Test could be built into the curriculum as the ed assessment piece so that everyone tests and Research and Planning pulls the sample.

Once a process is determined, it will be vetted through the appropriate bodies on campus and go before Instructional Council for a recommendation to President's Cabinet.

Actions:

- ✓ Committee agreed to go ahead.
- ✓ Need a message to come from the co-chairs to faculty.
- ✓ Co-chairs and Beth will work on a whitepaper before the next meeting for review by committee.
- ✓ Bob Buroker and Beth will look into the challenge piece and fee and report at the next meeting.
- ✓ Nancy will provide sample reports.
- ✓ Nancy and Tim will come back with some alternative suggestions.
- ✓ EAOC representatives will take information to his/her respective department meetings.

Presentation of Computerized Tracking System for Educational Assessment Results.

Exhibit C (L. Mitchell)

Discussion deferred until next meeting.

Reminder

- ✧ Please work with your division/department to complete 2007-2008 assessment reports by the end of Spring term.

Future Agenda Topics

- ✧ Compile and review baseline assessment data for 2006-2007

Adjournment

There being no further business, the meeting adjourned at 4:30 p.m.

Recorder: Diane Van Hise

BP/dv

EA: Min EAOC 01-18-08