



EXHIBIT A

## EXECUTIVE DEAN OF INSTRUCTION

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**Date:** February 27, 2006  
**To:** Ed Assessment Oversight Committee  
**From:** Beth Pitonzo  
**Cc:** Dr. Silverman  
**Subject:** ED Assessment Minutes of February 24, 2006

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Approved

**Present:** Jim Arnold, Chad Bartlett, Larkin Franks, Tim Green, Elizabeth Milliken, Lee Mitchell, Tim Polly, Beth Pitonzo, Jack Schommer, Teri Tong and Amy Widger

**Absent/Excused:** Daryl Harrison-Carson, Doug McCarty and Wendy Schissel

### ***Call to Order***

Beth Pitonzo called the Ed Assessment Oversight Committee meeting to order at 3:05 P.M.

### **Review of Previous Minutes**

Beth asked the group to review the minutes of January 27, 2006. Elizabeth asked if another copy of the 5-column document could be emailed to her. The minutes were reviewed and approved.

### **Actions:**

- ✓ M/S by J. Schommer and E. Milliken to approve the minutes. Approval was unanimous.
- ✓ Diane will email a copy of the 5-column document to Elizabeth Milliken.

**Report of the Transfer Subcommittee** (B. Pitonzo, T. Polly, D Harrison-Carson, C. Bartlett, J. Arnold and E. Milliken)

Beth reported that the transfer subcommittee was looking at how to define the degree or measures for the AAOT, AS and ASOT. It was decided to consider transfer degrees as a whole with common outcomes and develop a method of how we obtain the data. Capstone courses will be selected and a way to track a co-hort of students will be developed. This will allow us to get discipline specific outcomes information. The group's assignment was to come up with capstone courses and also look at general outcomes.

Beth was asked to explain again the difference between Ed Assessment and General Education Assessment. She responded that for Ed Assessment we are focusing on what are "discipline specific" outcomes. General Education Assessment is the set of requirements for Writing, Communication and Computation.

Daryl was unable to attend today's meeting, but she sent a list of capstone classes in theatre, music and art along with outcomes for PVA transfer and PVS SP studies.

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Lee reported that he has talked with three professional-technical programs and has outcomes for fisheries and biology. He has identified a couple of capstone biology and anatomy & physiology classes. He will send the long lists to Beth.

Elizabeth reported that she has emailed her group and reminded everyone; however, she has a lot of work to do with her group. She has identified a couple of history courses and Dain has a course, also. About five years ago, Social Science developed a list of learning outcomes and they are reviewing them to see if they might work.

Beth stated that she has a copy of the Social Science list and they look like general education outcomes. She suggested that Elizabeth take some Ed Assessment examples from the book to her next meeting.

Beth reported that Stephanie Cram, James Nystrom and she attended the Student Success Conference, which was looking at general education outcomes. The group came up with outcomes that day... although they were not perfect, they were pretty far along. Maybe there would be some value if Stephanie, James and Beth facilitated this experience for the transfer group.

Chad reported that so far everything is pretty clear in English. They really do not have a capstone course. They might have to use all nine literature courses.

Beth responded that it could be that they might have to use all nine. The key is to get the people most likely to complete their degree in transfer. We are trying to measure who is transferring by capturing the majors. We might need to design a survey to find out how many are planning to transfer. We are required to measure the product of the degree that we offer.

**Action:**

- ✓ Lee will send long lists to Beth.

**Report on Professional-Technical Program Progress** (T. Polly, J. Schommer, T. Tong and J. Arnold)

Jim reported on the list of classes for both transfer and professional-technical in the Business Division. He has long lists from hospitality & tourism, cosmetology and accounting. He will also have lists by Monday for entrepreneurship and small business management and CAS.

Tim Polly reported that he met with industrial and engineering faculty and it was real successful. The faculty thought it was hard to separate the course outcomes from the program outcomes. He is having a Machine Tool Advisory meeting on March 22 and plans to give the long list to the advisory committee to review and validate. Tim asked if he could get electronic copies of the Green River ed assessment documents. (NOTE: The documents are in hard copy form and could be scanned on our copier and sent to Tim, but it does not allow editing capabilities.)

Teri reported that she spoke at a program directors' meeting and a long list will be finished by the end of the term. She asked if it would be helpful to send examples of Respiratory Care and Dental Hygiene to other divisions. She believes that a template or successful list document is such a help and that sharing information can really benefit others. She will send information to Beth.

Jack reported that IMA is consolidating and building 4 programs. The faculty think they already have outcomes... it is what they have been teaching. He should have a list by March 10<sup>th</sup> after he meets with the representative from the state. Jack stated that the six levels of Bloom's Taxonomy have been very helpful. We have gotten beyond the wall and are moving forward. No list yet, but after the one day meeting it should be generated and using the portfolio piece as the assessment should do it.

Beth asked that all long lists be sent to her.

It was suggested that the long lists be put in a folder on the "S" drive for others to see.

**Action:**

- ✓ Send your long lists to Beth.
- ✓ Teri will send information to Beth.

**Report on ABE/GED Program Progress** (A. Widger)

Amy is working on creating the long list by April 7. They are looking at the highest level of ESL and ENL for WR 115. She meets with Liz Johnson regarding the disabilities piece on Monday.

Amy asked what will be the role of the Ed Assessment reports. She indicated that there is a lot of anxiety connected with this.

Beth responded that everybody will have 3-5 outcomes developed and the outcomes will define what the new Ed Assessment form looks like. The outcomes are to be related to your program.

**Review Timelines and Tasks** (B. Pitonzo)

The group will meet again on March 17, 3-4 pm in the Board Conference Room.

The following was determined:

- The transfer group needs to meet again as soon as possible. Discuss doing a road show and walk them through a process.
- Professional-technical programs might work with others to help them out.
- We might meet again in the spring with the General Education Assessment Taskforce.

Beth thanked everyone and said that it appears that everyone is on the right track and she appreciates everyone's hard work.

Larkin noted that other community colleges list their program outcomes in their catalog.

Beth asked Larkin to send examples to the committee.

**Actions:**

- ✓ Send anything you have for long lists to Beth before the next meeting.
- ✓ Larkin will send catalog examples of program outcomes to the committee.

**Adjournment**

There being no further business, the meeting adjourned at 4:13 P.M. The next meeting will be March 17, 2006, 3-4 p.m. in the Board Conference Room.

Recorder: Diane Van Hise

BP/dv

EA: EA Min 02-24-06