

**ASSOCIATE CHIEF ACADEMIC OFFICER**

Date: March 17, 2008
To: Educational Assessment Oversight Committee
From: Beth Pitonzo
Cc:
Subject: EAO Meeting Minutes of March 14th, 2008, 9-10:30 a.m.

Final

Present: Jim Arnold, Anna Johnson, Lee Mitchell, Wendy Schissel, Jack Schommer, Nancy Szofran

Absent/Excused: Gerry Barra, Bob Buroker, Stephanie Cram, Larkin Franks, Keith Maneval, Kari Rothi, Teri Tong, Amy Widger

Guest:

Call to Order and Review of Minutes

Beth Pitonzo called the Ed Assessment Oversight Committee meeting to order at 9:12 a.m. She asked the committee to review the minutes of January 18, 2008, *Exhibit A*

Actions:

- ✓ M/S by Jack Schommer and Jim Arnold to approve the January 18, 2008 minutes as written. Approval was unanimous.

Review of NWCCU Accreditation report on Educational Assessment (handout) (B. Pitonzo)

Beth reviewed a document which excerpted the accreditation evaluation teams report on Educational Assessment. Specifically she directed the committee's attention to the concerns and commendations which addressed connecting assessment to the process of teaching and learning and the mandate to assess all of the outcomes. They will be coming back in Fall 2009 to check on our progress. That means there are only 2 assessment cycles before that visit to accumulate data.

Focused Interim Report Timelines (Handout) (B. Pitonzo)

Nancy Szofran and Brenda Brady were charged with drafting the 2009 accreditation visit response timeline. The report will focus on the recommendations. The EAO has already met some of their deadlines including establishing a committee, holding the first meeting and establishing a meeting schedule. The next step will be to outline an action plan to obtain the body of evidence by Fall 2009. Tim Polly asked about how to complete exit assessment for outcomes and whether employer feedback could fill the gap in assessment. Beth stated that it depends on when the assessment was done and how it linked to exit outcomes.

Actions:

- ✓ Beth will forward to Tim some potential graduate/employer surveys.

Affiliation with TLC and assessment best practices (J. Schommer)

Jack has spoken with the TLC co-chairs about getting them to help us with assessment. Beth stated that the some faculty are still focusing on course assessment. They need to link the body of course work to program and/or general education outcomes. Assessment is not about the course content; it is about the broad concepts. She thinks the TLC would be a valuable resource in collecting the “best practices” assessment going on across campus and developing programs. Beth proposed that it would be valuable to invite Wally Shriner and/or David Wright to the next meeting to explore this further.

Actions:

- ✓ Jack Schommer will invite Wally and/or David from the TLC to the next EAO meeting.

Update on iSkills Test (B. Pitonzo)

The iSkills fee was presented to and approved by the board. This exam will measure computer literacy and information literacy outcomes. The test could also provide a mechanism for challenging CIS120L. There are still some logistics to work out with the testing center. There will be a pool of sophomores tested this spring term.

Update on CAAP testing for spring (Handout) (B. Pitonzo)

The document, which Beth distributed, addresses the importance of instructors positively participating in the testing process when their classes are selected as well as some solutions to the past concerns expressed by faculty. Particularly, earlier notification will improve the process. Jack Schommer explained how we must make clear the interconnectivity of this testing to all parts of assessment. Assessment must become part of our instructional process, a part of our culture. Beth asked if the committee would approve the document to be distributed to deans and department chairs to assist with defining the importance of the CAAP test as well as the new iSkills test. They unanimously approved with the request that EAO member names and contact numbers be added as points of contact.

Actions:

- ✓ Beth Pitonzo will add the EAO member names to the handout and then distribute to deans and department chairs for dispersing to faculty.

Discuss review of program student learning outcomes and 2007-2008 assessment activities (Handout) (B. Pitonzo, J. Schommer, L. Mitchell)

Beth distributed, by division, the program outcomes as well as copies of the assessments from last year. She stressed that we must continue the assessment cycle started last year and add the remaining outcomes in the next two assessment cycles. This assessment must cover the program and general education outcomes. When Beth has presented this to science faculty she has approached it as what other outcomes would you like to add to your assessment this year. Also, what are faculty already doing in terms of assessment that can be captured and put on the form. An assessment cycle for all outcomes must be completed by Fall 2009. Beth suggested it is good to have these assessment discussions by discipline and then link faculty together where using common assessment tools. Jack and Jim requested an electronic copy of

their program outcomes for easier distribution. Wendy asked if program outcomes could be altered and if the NWCCU would be OK with that. Beth said that yes tweaking would be fine. Nancy stated that altering program outcomes to better reflect programs shows continuous improvement which is an underlying process that accrediting bodies are looking for.

Actions:

- ✓ Beth will forward an electronic copy of the BISH program outcomes to Jack Schommer and Jim Arnold.
- ✓ EAOC members will begin meeting with the faculty in their areas to disperse this information and promote the assessment process/documentation.

WEAVEonline demonstration (B. Pitonzo)

The software demonstration screen states that:

WEAVEonline is a web-based assessment system that helps you to manage accreditation, assessment and quality improvement processes for your college or university. WEAVEonline increases your college or university's understanding of and commitment to ongoing planning and evaluation from the level of individual programs up through the entire institution. In so doing, WEAVEonline promotes collaboration within and across all academic and administrative units and builds institutional commitment to continuous improvement in your college or university.

Beth is exploring utilizing a system like this to compile all of our assessment data in a central location, easily accessed by all. All members present thought this type of software would be highly useful in centralizing the data for easy access. Nancy Szofran suggested an integrated approach as she has been looking at similar software to capture strategic planning data.

Actions:

- ✓ Beth will meet with Nancy to explore software which can meet the needs of both assessment and strategic planning.

Adjournment

There being no further business, the meeting adjourned at 10:30 a.m.

Recorder: Rachelle Ham

BP/rh

EA: Min EAOC 03-14-08