



EXHIBIT A

EXECUTIVE DEAN OF INSTRUCTION

Date: March 20, 2006
To: Ed Assessment Oversight Committee
From: Beth Pitonzo
Cc: Dr. Silverman
Subject: ED Assessment Minutes of March 17, 2006

Approved

Present: Jim Arnold, Chad Bartlett, Larkin Franks, Tim Green, Lee Mitchell, Tim Polly, Beth Pitonzo, Wendy Schissel, Nancy Szofran and Teri Tong

Absent/Excused: Daryl Harrison-Carson, Doug McCarty Elizabeth Milliken, Jack Schommer, and Amy Widger

Call to Order

Beth Pitonzo called the meeting to order at 3:03 P.M.

Review of Previous Minutes for Feb. 24, 2006 (B. Pitonzo)

Beth asked the group to review the minutes of February 24, 2006. The minutes were reviewed and approved.

Actions:

- ✓ M/S by L. Franks and J. Arnold to approve the minutes. Approval was unanimous.

Discuss Completion Timelines for the 2005-2006 Ed Assessment Cycle (old method) (B. Pitonzo and T. Green)

Beth stated that we need to schedule a meeting for the deans to present his/her division summary document from the old Ed Assessment process. Each dean will present division highlights to the EAO. The committee will have an opportunity to ask the dean questions. The goal is to listen for trends so that we can then make a recommendation that will eventually go to the Board in the fall.

Action:

- ✓ It was decided that the deans will present summaries to EAO on April 21 & 28, 2-4 pm in Board Conference Room.
- ✓ Diane will send reports to EAO and schedule meeting dates.
- ✓ Diane will schedule deans to attend the April meetings.

Progress Reports from Committee Members (Group)

Chad reported that he, Beth and Wendy met with the Modern Language department yesterday to help clarify the difference between Ed Assessment and General Education. When the question was posed, "What do you want to know about students who complete language sequences?" it was helpful in focusing the conversation on larger-scale outcomes. He will meet with English department later and believes their outcomes will be similar to Modern Language's.

Beth reported that the Modern Language faculty came up with performance based data and validated the outcomes other transfer areas have come up with thus far. She stated that we will need to capture the information from all transfer area meetings and compile a long list from all the input.

Jim reported that CAS is working on their list. He has lists for business management – marketing, management and eBusiness, entrepreneurship, accounting, cosmetology and hospitality and tourism. He has been concentrating on the professional-technical programs and does not have a list for the ASOT in business, yet.

Jim stated that it is very helpful to search the Internet to find examples of program outcomes from other schools.

Larkin noted that Lane and Walla Walla Community Colleges' professional-technical programs have good examples listed on their catalog pages. Also, Shoreline Community College lists core curriculum goals, too. Larkin asked if there should be different outcomes for Hospitality and for Tourism. Beth responded that they should be treated as a common core.

Tim Polly reported that he prepared the Machine Tool Technology program outcomes long list from information obtained from NIMS and a DACUM study. He is meeting with his advisory committee on Wednesday and will review the list with them and then start looking at a short list. Welding and Automotive programs should have their long lists ready by spring break.

Teri reported that she has three of her seven programs (respiratory care, dental hygiene and early childhood). The remaining programs have until the first week of spring term to get them to her. Teri asked if the CNA and EMT courses should develop program-level outcomes. Beth responded it is not necessary because they are single courses, but it might be of value for them to do so.

Lee reported that science is not doing very well. He only has lists from biology and fisheries.

Beth stated that we need to focus on science to get them moving along. She asked Lee to schedule a meeting to walk through the EA process with faculty. The General Education Taskforce has scheduled a meeting with the science faculty on April 7th from 3-6 pm, so it might be good to meet after that meeting.

Jack was not in attendance today, but he submitted a list of program outcomes for Integrated Media.

Actions:

- ✓ Diane will send visual aids for Ford ASSET and Psychology to the EAOC.
- ✓ Beth asked Larkin to sit in on the transfer meetings for Business if it would be helpful.
- ✓ Lee will schedule a meeting with the science faculty to walk through the Ed Assessment process.

Review of Long Lists, Exhibit B (Group)

Instead of reviewing the long lists today, Beth asked the committee to take the lists included in today's agenda packet and review and make recommendations for the next meeting. Please look at the lists through the lens of the Nichols' criteria, which was provided at the first EAO meeting, e.g., singular outcomes, etc.

Actions:

- ✓ The long lists will be reviewed at the next meeting.
- ✓ Nancy and Tim Green will determine if it is possible to assess the list of outcomes.

Schedule Next Meeting (B. Pitonzo)

During Winter term the committee met on Friday afternoons; however, spring teaching schedules may change and require meeting on another day. Beth asked faculty committee members to send his/her schedule to Diane and she will determine the best meeting time for the middle of April.

The purpose for the meeting will be for everyone to come forward with his/her long lists and feedback, in addition to reviewing the raw transfer list. Nancy and Tim Green will also look at the lists.

The focus is to keep thinking "big"... not focus on the detail at this time. Keeping in mind what will help better instruction or the running of a program.

Actions:

- ✓ Faculty committee members will send his/her spring teaching schedule to Diane.
- ✓ Beth asked Tim Green if he would arrange the Ed Assessment folder on the "S" drive.
- ✓ Send all transfer data to Beth.

Adjournment

There being no further business, the meeting adjourned at 3:56 P.M. The next meeting TBD will be mid-April 2006, in the Board Conference Room.

Recorder: Diane Van Hise

BP/dv

EA: EA Min 03-17-06