



EXHIBIT A

EXECUTIVE DEAN OF INSTRUCTION

Date: April 17, 2006
To: Ed Assessment Oversight Committee
From: Beth Pitonzo
Cc: Dr. Silverman
Subject: ED Assessment Minutes of April 14, 2006

Approved

Present: Jim Arnold, Daryl Harrison-Carson, Tim Green, Elizabeth Milliken, Lee Mitchell, Tim Polly, Beth Pitonzo, Jack Schommer, Nancy Szofran, Teri Tong and Amy Widger

Absent/Excused: Chad Bartlett, Larkin Franks, Doug McCarty and Wendy Schissel

Call to Order

Beth Pitonzo called the meeting to order at 3:05 P.M.

Review of Previous Minutes for March 17, 2006 (B. Pitonzo)

Beth asked the group to review the minutes of March 17, 2006. The minutes were reviewed and approved with one change as follows: page 2 – change NCHIM to NIMS.

Actions:

- ✓ M/S by E. Milliken and J. Schommer to approve the minutes. Approval was unanimous.

Status and Review of Long Lists for Professional Technical Programs, Exhibit B (Group)

Exhibit B is a list to date of the professional-technical programs that have submitted their program outcomes. Currently, the focus is on degree programs. At some future date we will look at the certificate programs. Programs that have not submitted program outcomes are as follows: Medical Assistant, Mental Health/Human Service, Natural Resource Technology-Wildlife and Sheet Metal Technology. Lee Mitchell will send Diane program outcomes for Environmental Health & Safety and Fisheries today after the meeting. Beth will meet with Melodie Barber to discuss the Sheet Metal program.

Beth is extremely happy at the number of programs that have already completed the program outcomes.

Action:

- ✓ Beth will meet with Melodie Barber to discuss Sheet Metal.

Next Steps for Creating Short Lists & Assessments (B. Pitonzo and N. Szofran)

Beth noted that the content is here in the listed program outcomes even though they are not listed on the form that was provided. She will send 4 or 5 comments pertaining to the program outcomes to specific individuals via email.

Nancy Szofran will set up a time to work with each program and review lists in order to design the assessment piece. During the meeting individuals will come up with 3-4 measures for the first go around and build on that. Research and Planning will provide or compile data to produce statistically relevant assessments for the programs.

The EAOC faculty members will coordinate and attend the small group meetings with Nancy, i.e. fisheries, ABE/GED, nursing, etc.

The committee is in agreement with the meetings to begin taking place with Nancy.

Terri asked if it would be helpful for Nancy to come first to a program director's meeting in Allied Health and then to individual meetings later. Developing a synergy between programs could be helpful information to other areas.

Beth responded that Terri should ask Leslie Allen if Nancy could have a few minutes prior to Friday's meeting.

As a reminder the following faculty committee members are assigned to professional-technical programs and transfer areas:

<u>Professional Technical</u>	<u>Transfer</u>	<u>ABE/GED ESL/ENL</u>
Jack Schommer	Chad Bartlett	Amy Widger
Terri Tong	Daryl Harrison-Carson	
Tim Polly	Doug McCarty	
Jim Arnold	Elizabeth Milliken	
Lee Mitchell	Jim Arnold	
	Lee Mitchell	

Actions:

- ✓ Beth will send 4 or 5 comments pertaining to the program outcomes to specific individuals via email.
- ✓ The EAOC faculty members will coordinate and attend the small group meetings with Nancy.

Status of Long List for Transfer Degrees (Group)

Transfer degree assessment is lagging behind professional-technical. Beth reported that PE and Social Science have not done the General Education process, yet. PE is scheduled to meet with Beth next week on April 19 and Social Science on April 26.

Elizabeth provided a list of program outcomes for the transfer areas of Criminal Justice, Economics, Geography, History, Philosophy, Political Science, Religion and Sociology.

Beth stated that now that we have preliminary data the transfer sub-group needs to meet again to review outcomes.

Tim Polly reminded the committee that assessment is an ongoing dynamic process and it could eventually lead to how we do CPT testing and increase the entrance and exit levels.

Beth stated that the Science faculty needs to meet regarding transfer ed assessment outcomes now that the Science General Education meeting is over.

Actions:

- ✓ Transfer sub-group needs to meet again to review outcomes now that we have preliminary data.
- ✓ Science faculty need to meet now that their General Education meeting is over.

Schedule Next Meeting (B. Pitonzo)

Another EAOE meeting will not be scheduled until after the following meetings have occurred:

Actions:

- ✓ Nancy and Tim Green meet with individual professional technical programs.
- ✓ Beth and Lee meet with the Science faculty (possibly on May 5th).
- ✓ Beth and transfer sub-group will meet after May 5th.

Reminder: Deans' Summaries Presentation

All deans' summaries have been sent to the EAOE for review in preparation for the upcoming meetings. The deans will present their division summaries to the EAOE on April 21st and 28th from 2-5 pm in the Board Conference Room. The committee will be listening for accomplishments, trends, challenges, etc. Everyone on the committee should be taking notes during the meeting. Beth and Tim Polly will write up a report after the presentations and it will be presented to the Board in October.

Beth stated that since we have a new committee structure, no outside community members are on the EAOE this year.

Annual Educational Assessment reports can be found on the "S" drive in the Ed Assessment folder.

Actions:

- ✓ Beth asked Diane to resend the Outlook invitations to the EAOE members to make sure the above dates are on their calendars.

Adjournment

There being no further business, the meeting adjourned at 4:02 P.M. The next meeting TBD will be during Spring term, in the Board Conference Room.

Recorder: Diane Van Hise

BP/dv EA: EA Min 04-14-06