

Mt. Hood Community College - Memo

To: Educational Assessment Taskforce Committee
Fr: Dan Walleri
Cc: Dr. Vela, Manager's Forum and Faculty Association
Date: May 27, 1999
Re: Educational Assessment Taskforce Meeting Minutes of 5/26/99

Present: Rebecca Kenney, Elizabeth Miles, Javid Mohtasham, Howard Neufeld, Joan Oliver, Vern Porter, Dana Sewall, Pam Shields, Steve Schoen, Dan Walleri and Diane Van Hise

CALL TO ORDER (D. Walleri)

Dan Walleri called the meeting to order at 3:05 P.M. The group took a few moments to introduce themselves.

OLD BUSINESS

Approval of Minutes (D. Walleri)

The minutes from the May 12, 1999 meeting were approved.

NEW BUSINESS

Committee Membership (D. Walleri)

Dan asked everyone in attendance if he/she planned to continue as a committee member. The response was unanimous "yes".

A sub-committee will meet once during the summer. The full committee will meet during in-service and again in October.

The committee core group should be as follows:

- manager and faculty from each instructional area
- student representative

- TLC representative
- community representative (such as an advisory committee member)
- division secretaries

Policy Statement (D. Walleri)

Discussion took place regarding the policy statement with the following change to *Bullet 4 on the Statement of Purpose*; it should read as follows:

- Provide the administration and board with information in regard to initiation, continuation, enhancement and/or elimination of programs, disciplines or course offerings

The charge of this taskforce committee is to develop a process of how programs should be assessed. The committee wants to ensure the following:

- every program needs the support of the College to promote the program and its enrollment
- provide accountability
- improve communication – before and after decisions are made
- the process created will be used by the College in every instance
- conduct a customer service satisfaction survey as to how well we are serving our students
- include both quantitative and qualitative assessment

It was suggested that faculty receive release time for all the additional committee work that needs to be done. Dan will inquire about faculty working on the pilot project receiving release time.

Prof/Tech areas on campus are ahead of transfer education on assessment. The Allied Health division would serve as a good model for others.

The question was posed, are we constrained by current budget resources, because if we are, this could have significant implications.

Dan will e-mail the committee another draft of the Statement of Purpose incorporating Porter's proposed change and additional bullets dealing with feedback and accountability.

Research and Planning will be putting notebooks together for distribution to committee members.

The committee will be reporting back to Instructional Council and the Faculty Senate.

Board Regulation (D. Walleri)

Dan will follow-up with Brenda Brady and the OSBA in regards to making the Educational Assessment Process a board policy and/or regulation.

The Board will be presented with the draft report prepared to the commission regarding MHCC's accreditation at their August Retreat.

A question was asked if a Board Policy would guarantee use of the process. Dan responded that there are no guarantees, because future Board members can change policy and regulations, it would be helpful to have the policy/regulation in place.

Response to Commission (D. Walleri)

Dan and Jackie McCrady will file a report to the commission the end of August. The accreditation team will visit in mid-October. A Vice President of Instruction, from another community college, will lead the team.

If you have any information for the report, please get it to Dan.

Dan indicated that PCC and Lane Community Colleges did a good job in their accreditation process.

Schedule Next Meeting (D. Walleri)

The committee would like to see a 2-3 hour block of time scheduled during in-service to complete the task at hand. Vern Porter will contact Bill Sturman to schedule "Educational Assessment group work time" during in-service.

The committee suggested forming a sub-committee to meet during the summer. The names suggested were as follows: Elizabeth Miles, Rebecca Kenney, Joe Dunlap, Steve Jagers, Jim Russell, and Mike Durrer. Dan Walleri reported that he had met with Instructional Council and they have agreed to work on development of assessment plans and pilot studies during the summer.

Meeting schedule:

- sub-committee – during the summer
- in-service group meeting
- October

Adjournment

The meeting was adjourned at 5:20 P.M.

