

**ASSOCIATE CHIEF ACADEMIC OFFICER**

Date: October 24, 2008
To: Educational Assessment Oversight Committee
From: Larkin Franks
Subject: EAO Meeting Minutes of October 17th, 2008, 2:30-3:30 p.m.

Approved

Present: Jim Arnold, Larkin Franks, Anna Johnson, Elizabeth Milliken, Lee Mitchell, Jack Schommer, Amy Widger, David Wright

Absent/Excused: Mary Aebi, Robert Buroker, George Hicks, Keith Maneval, Tim Polly, Wendy Schissel, Nancy Szofran

Call to Order and Review of Minutes

Larkin Franks called the Ed Assessment Oversight Committee meeting to order at 2:30pm. She asked the committee to review the minutes of October 3, 2008, *Exhibit A*

Actions:

- ✓ M/S by Jim Arnold and Elizabeth Milliken to approve the October 3, 2008 minutes as written. Approval was unanimous.

Review of Completed and Future Work (Larkin Franks)

Larkin opened a discussion with a reminder that faculty need to go in and complete the Analysis Questions and Action Plan Tracking for the 2007/2008 assessments. This part of the process really closes the loop on assessment by tying it to budget. The Strategic Planning Committee has decided that the departmental mission statements for ed assessment and strategic planning should be the same. It was further determined that the goals portion of WEAVEonline should be used to truly state the goals of each department/discipline instead of restating the outcomes. Disciplines should work on establishing goals and recording them in WEAVEonline. These goals should be tied to college goals. The committee asked Larkin to send out a document which defines all of the parts of the assessment process (mission, goals, outcomes, measures, findings and action plans) and outlines a rubric for reviewing the discipline assessments.

Actions:

- ✓ Larkin Franks to develop an EAO work plan which defines each of the components of Ed Assessment process and outlines the method by which to review/assess each disciplines assessments. The work plan will be distributed to the committee for review and input.

Adjournment

The meeting adjourned at 3:45 p.m.

Recorder: Rachelle Ham

LF/rh

EA: Min EAO 10-17-08
