



ASSOCIATE CHIEF ACADEMIC OFFICER

Date: November 7, 2008
To: Educational Assessment Oversight Committee
From: Larkin Franks
Subject: EAO Meeting Minutes of November 7th, 2008, 2:30-3:30 p.m.

Draft

Present: Mary Aebi, Robert Buroker, Larkin Franks, George Hicks, Anna Johnson, Mike McAfee, Elizabeth Milliken, Lee Mitchell, Tim Polly, Wendy Schissel, Jack Schommer, Nancy Szofran, Amy Widger, David Wright

Absent/Excused: Jim Arnold, Keith Maneval

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 17, 2008, *Exhibit A*

Actions:

- ✓ M/S by Robert Buroker and Lee Mitchell to approve the October 3, 2008 minutes as written. Approval was unanimous.

Review of Completed and Future Work (Larkin Franks)

Larkin handed out an updated work plan for educational assessment. The work plan overview included: plans for this year, due dates, a rubric to help others assess their programs and definitions. She worked on this template with Nancy Szofran and received input from Dr. Ski.

The deans were emailed regarding what information is missing from 06-07 and 07-08 in WEAVEonline. There are two work students who are willing to help enter in information if needed. Larkin recently met with Chemistry faculty and they asked if they needed to recapture the findings information in the analysis questions. The answer is yes; answering the analysis questions is critical to the educational assessment reporting process.

Actions:

- ✓ Larkin Franks would like EAO members to help make sure that their departments complete the 2007-08 analysis questions.

WEAVEonline Presentations (Jack Schommer)

Jack Schommer shared the Integrated Media's WEAVEonline web site. Larkin and Nancy lead a discussion regarding the purpose of an individual mission statement in each program.

Strategic Plan (Nancy Szofran)

Nancy handed out a draft of the institution's Strategic Plan (S.P.). They have drafted the plan based on information taken from the listening tours and other venues. The college has an executive team that consists of 26 members which include representatives from community leaders, city officials, industry, business, etc. They have agreed to work with the college on the Strategic Plan. They have developed a blog site for the S.P. that will be up for everyone to review soon. They would like to have the draft of the S.P. to the president on 12/12/08, and the final to the board 1/31/08.

TLC (David Wright)

Next week the TLC will be hosting two sessions on educational assessment. On Wednesday there will be a broad discussion on what and why are we assessing, Friday will be a hands-on type workshop. He would like to see some of the EAOC faculty at the meeting. (David Wright)

General Education Outcomes (All)

The Math department is reviewing a new testing product, Measures of Academic Proficiency (MAP), as they did not believe that College Assessment of Academic Proficiency (CAAP) served the assessment process at the appropriate math levels.

There is an enhancement in WEAVEonline that Larkin and Nancy have requested to help view what general education outcomes have been assessed.

Larkin suggested that this group take on the responsibility of looking at general education classes and outcomes.

Actions:

- ✓ Math Department will work with Nancy Szofran to review the MAP testing product.
- ✓ The general education outcomes that have been assessed and reported in WEAVEonline will be captured and sent out to EAOC members.
- ✓ We will discuss the general education outcomes more thoroughly at the next meeting.

Adjournment

The meeting adjourned at 3:50 p.m.

Recorder: Katrinia McNeal

LF/km

EA: Min EAOC 11-07-08