



## ASSOCIATE CHIEF ACADEMIC OFFICER

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**Date:** December 4, 2006  
**To:** Ed Assessment and General Education Committees  
**From:** Beth Pitonzo  
**Cc:** Dr. Silverman  
**Subject:** Joint ED Assessment Oversight Committee and Gen ED TF Meeting  
Minutes of December 1, 2006

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Approved

**Present:** Jim Arnold, Gerry Barra, Chad Bartlett, Jack Brook, Larkin Franks, Dave Garlington, Daryl Harrison-Carson, Julia Longbrake, Keith Maneval, Elizabeth Milliken, Lee Mitchell, Paul Morris, Tim Polly, Beth Pitonzo, Wendy Schissel, Jack Schommer, Joyce Sherpa, Nancy Szofran, Teri Tong and Amy Widger

**Absent/Excused:** Stephanie Cram, Chris Jackson, Doug McCarty, James Nystrom, Kari Rothi and Shannon Valdivia

### ***Call to Order***

Beth Pitonzo called the Joint Ed Assessment Oversight Committee and General Education Taskforce meeting to order at 3:35 P.M.

### **Catalog documentation of Student Learning Outcomes Work** (B. Pitonzo)

Beth stated that the publication of the 2007-08 catalog will change dramatically, because the general education outcomes will now be appearing in the catalog.

#### ✧ **General Ed Outcomes, Exhibit A & B**

Exhibit A is the General Education information page from the catalog. Gerry Barra and Beth will re-write this piece and bring it back to the committee for review.

Exhibit B is a list of proposed changes or revisions to the General Education Outcomes (AAOT/AS). Beth explained that after faculty participated in Dr. Kelly's in-service presentation, they determined that some of their outcomes should be revised in order to assess the outcomes. For example, there is no way to assess Science's outcome of "Demonstrate a lifelong sense of wonder about the physical and biological world". Also, there was no way to assess Social Sciences' outcome of "Embrace diversity and promote social understanding".

#### **Action:**

- ✓ Beth asked the group if they were okay with the proposed changes. M/S by W. Schissel and D. Harrison-Carson to accept the proposed changes/revision to the General Education Outcomes (AAOT/AS). Approval was unanimous.

#### ✧ **Program Level Outcomes, Exhibit C**

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Exhibit C is an example of the Daimler-Chrysler CAP – Automotive Technology catalog page, which shows the program's discipline specific exit level program outcomes. Listing of the program outcomes is an accreditation Standard II requirement.

Beth asked everyone to please promote getting the program outcomes turned in to Sherri Lynn and Beth as soon as possible. Don't re-type the catalog page; just give a list of what you want to appear in the catalog.

**Action:** Faculty must submit discipline specific program outcomes to Sherri Lynn and Beth as soon as possible.

**(Gen Ed) Computer Literacy Outcomes and Next Steps (ICT), Exhibit D** (B. Pitonzo and N. Szofran)

Exhibit D is an example of the feedback from the Computer Literacy skills test that was piloted by Paul Morris, Julia Longbrake and Dave Garlington. Beth asked the group to read the information and decide how we should institutionalize this. We do not want it to be class driven, but make it competency based.

Nancy reported that she, too, participated in the pilot and the initial tool had value for the instructor and the student and gave very specific feedback. However, the institutional feedback was meaningless. The examples today are for a new report in April 2007, if we decide to use this instrument. These examples of feedback would be useful for the institution.

Beth would like to set up a plan for a group of people to look at the reports with Nancy (after winter break) and develop a mechanism for how we could use the instrument.

Paul and Julia stated that the pilot test questions were excellent, a large pool of questions, very comprehensive and they were impressed with the breadth of scenarios on the test.

Beth stated that we will have to discuss and determine the following:

- ✧ How we use the results of the test
- ✧ When should we implement the test
- ✧ When do students take the test
  - Exit
  - Placement
- ✧ Cost factor associated with the test
- ✧ Competency requirement

Beth asked if Julia Longbrake, Paul Morris, Jack Schommer and Elizabeth Milliken would agree to serve on the competency literacy sub-committee. Julia asked if librarian, Anna Johnson, could also serve on the committee.

**Actions:**

- ✓ Committee members will look at Exhibit D materials and discuss later.
- ✓ Julie, Paul, Jack and Elizabeth and Anna will serve on the Computer Literacy sub-committee.

**(Ed Assess) New Process Documentation Form, Exhibit E** (B. Pitonzo)

Beth developed and reviewed a form to document student learning outcomes. A separate form will be used for each outcome. The form provides input areas for each of the following:

- ✧ Type of student learning outcome being assessed.
- ✧ Classes Assessed
- ✧ Method of assessment
- ✧ Assessment criteria/performance standards/expected results
- ✧ Statement of actual assessment results
- ✧ Problems encountered
- ✧ Recommendations for further action/actions taken

**Action:**

- ✓ Please review the form and bring suggestions to the next meeting so that we can finalize the form.

**Future Committee Structure Discussion** (B. Pitonzo)

Beth asked the group if they should become one committee, since we will be looking at general education and program level outcomes now. She sees the committee as being one group that oversees the assessment of general education and program level outcomes.

Tim responded that it makes sense to become one group, since this will be an ongoing process and a positive change from the last sixteen years.

Beth will carry the recommendation forward that the group is in agreement that the committees be combined to form one committee.

**Next Meeting** (B. Pitonzo)

- ✧ The Computer Literacy sub-group will meet first.
- ✧ The next group meeting will be the end of January. We will determine how the committee is structured at a later date.

**Other**

Nancy thanked everyone for their patience in awaiting the CAAP results. The fall testing focused on freshman students and the spring testing will be aimed at sophomore students to compare progress. Tim Green is re-working the tables and information and he will distribute the results as soon as possible.

**Adjournment**

There being no further business, the meeting adjourned at 4:30 P.M.

Recorder: Diane Van Hise

BP/dv

EA: Min EAOC 12-01-06 and Gen Ed Joint meeting