

Mt. Hood Community College - Memo

To: Educational Assessment Taskforce Committee
Fr: Dan Walleri, Chairperson and Vern Porter Co-Chair
Cc: Dr. Vela, Manager's Forum and Faculty Association
Date: December 7, 1999
Re: Educational Assessment Taskforce Meeting Minutes of 12/1/99

Present: Joe Dunlap, Daryl Broadsword, Mike Durrer, Susan Gelder, Marcy Porter, Vern Porter, Teri Tong, Steve Schoen, Dan Walleri and Bill Wright

CALL TO ORDER (D. Walleri)

Dan Walleri called the meeting to order at 3:05 P.M. Susan Gelder and Marcy Porter were welcomed as new members representing Developmental Education.

OLD BUSINESS

The minutes of October 27th were approved.

NEW BUSINESS

Pilot Assessment Teams (D. Walleri and T. Tong)

The following teams and mentors have been finalized.

Team 1

Chris Bruya – Music
Vern Porter – Welding
Teri Tong – Mentor (Allied Health)

Team 2

Jack Schommer – Communications
Bill Sturman – Science
George Hicks – Mentor (Allied Health)

Team 3

TBA

Corey Pressman/Robert Ridel (Anthropology/Social Science)

Steve Roberts – Mentor (Industrial)

The mentors have met with Mike Durrer and worked out payment arrangements and have also met and are in process of developing a common approach.

Revisions to Design Document (D. Walleri)

A revised design document has been distributed to the members. The revised document includes the following revisions:

1. Under the college goal, teaching and learning, add indicator 1.11, faculty/student satisfaction with preparation from service disciplines such as mathematics and writing.
2. Also under same college goal, add indicator 1.12, adequacy of support services such as marketing, admissions and records, financial aid, etc. Item 3.5, Marketing, will be deleted under college goal, enrollment.
3. Add section to document outlining the role of Oversight Committee that will continue on after the task force has completed its work and been disbanded. This committee will monitor the assessment process to ensure integrity and follow up on use of results for improving programs and disciplines.

There was considerable discussion with regard to item #2, assessment of support services. It was suggested that perhaps each of the support services (marketing, placement testing, etc.) need to be broken out as separate indicators. Will need to gather information on plans for assessment of support areas which is a separate task. It was agreed to review this issue again at future meetings.

Demo of Assessment Builder Software (D. Walleri)

With assistance of Jeff Hanks from Computer Services, Walleri conducted an on-line demonstration of the Assessment Builder software. The software allows for creating in a standard format units, criteria and indicators. Units (departments) will be able to use this software to prepare their assessments. Walleri has already completed much of the institutional setup via copy/paste from the design document for MHCC's educational assessment. It appears that the software will meet MHCC needs. The pilot teams will use first with gradual roll out to all the divisions and programs/disciplines. Walleri will have all members of the task force added as users.

Winter Meetings (D. Walleri)

Meeting schedule for winter term is based on time that will allow most members to attend. All meetings will be held on Mondays, 3-4:30 in the Board Conference Room on the following dates: **January 10, 24; February 7, 21; and March 6.**

Adjournment

The meeting was adjourned at 4:20 P.M.

memo:educ assessment minutes 12-1-99.doc