

**Assessment Committee  
Instructional Sub-Committee  
Minutes May 18, 2006**

**Members attending:** Jim Powell, Sheryl Mueller, Joe Gandy, Wending Poling, Mark Rowh, Delton Moore, Danita McAnally, Dan Ferguson, Jill Gibson.

**Absent members:** Paul Matney, Mark Usnick, Ann Hamblin, Susan Burgoon, Damaris Schlong.

Meeting called to order at 9:14 a.m.

**Approval of Discussion Notes from April 28, 2006 meeting**

Minutes of April 28<sup>th</sup> were approved with one typing correction.

**Report on Status of the Director of Outcomes Assessment position -Danita McAnally.**

Danita indicated that this position is in the budget and plans are for the director to begin September 1, 2006. A search committee will be formed and will include members of the Assessment Committee. Wendy Poling and Daniel Ferguson offered to serve on the search committee.

**Recommendations for appointees to each Competency Committee – Danita McAnally**

Handout

**Recommendation regarding stipend/incentive for Competency Committee members.**

As an incentive for the commitment to serve on a general education competency committee, Jill Gibson made a motion to provide a stipend for either a check or professional gift certificate valued at \$500. Sheryl seconded the motion and it was approved unanimously. Danita will present the recommendation to President's Cabinet. In addition, the Assessment Committee recommended that all members of these general education competency committees be recognized at general assembly.

**Summary of discussion with Dr. Jeff Seybert – Daniel Ferguson**

The committee discussed the "operational definitions," "rubrics," "standards," and "possible assignments". The Committee determined that each general education competency committee would determine the specifics for each of these

categories relevant to the general education competency assigned and present these to the Assessment Committee Instructional Sub-committee for approval.

### **Development of operational definitions for each Competency Committee – Daniel Ferguson**

The Committee determined that the opening portion of each general education outcome statement will read: “Upon completion of a minimum of 30 hours taken at AC, a student should be able to ...”

### **Practice for defining operational definitions, rubrics, standards and possible assignments – Daniel Ferguson**

The Committee chose to practice setting the operational definition, rubric, standard, and possible assignments for the Technology Literacy competency. This experience will guide those Committee members when they assigned general education competency committees in similar discussions.

#### **Practice Session Results:**

Operational definition: “Upon completion of a minimum of 30 hours taken at AC, a student should be able to use computers for online research, communication, and formal presentation of knowledge.”

#### **Rubric:**

- 3 = Demonstrates all three components (online research, computer-mediated communication, and formal presentation of knowledge using appropriate software).
- 2 = Demonstrates at least two of the components.
- 1 = Demonstrates at least one of the components.

Standards: 70% of all artifacts should receive a three.

Possible assignments: research papers, projects, or presentations that demonstrate online research, electronic communication, and use of appropriate technology to present the material.

### **Highlights for Implementation of Outcomes Assessments Timeline:**

This year’s focus will be to: 1.) implement the Institutional Portfolio Model for assessment of general education competencies; 2.) set outcomes for all disciplines which have majors as the emphasis for the program and select methodologies for assessing the outcomes in each discipline; 3.) set outcomes for all disciplines which serve primarily as support for other major disciplines (i.e.

English, math, science, Speech, etc.). Adapt one PowerPoint presentation to teach those disciplines which have majors how to write outcomes, input these outcomes into PET forms, and select methodologies for assessing outcomes. Adapt another PowerPoint presentation to teach those disciplines which serve primarily as support for other major disciplines (i.e. English, math, science, Speech, etc.) how to write outcomes and input into PET forms. Danita indicated that the PET forms should be developed by all faculty and staff in the program/department rather than by the person in charge. She said this will increase accountability and buy-in from all employees within the entire department to be. The Committee decided it would be best to divide up the list of disciplines which have majors to include divisional Committee members assisting with the presentations to relevant divisions and indicated that it might take more than one year to make the presentations to all instructional departments. It was recommended that if time limitations prevented all presentations from being completed in the upcoming year that those presentations to disciplines which serve primarily as support for other major disciplines (i.e. English, math, science, Speech, etc.) would be moved to the following year. Danita indicated that all departments and programs will need to determine one (or a maximum of two) core purpose(s) before determining goals and outcome statements and this will be included in the PowerPoint presentations.

**Next Meeting**

- August 14<sup>th</sup> 9:00am – 11:00am – Library 112
- Assignment - Be ready to start working on the game plan for outcomes

**ASSESSMENT COMMITTEE MEETING:**

**May 18, 2006**

**ATTACHMENTS**

## **Assessment Committee**

**May 18, 2006**

**9:00 am - Noon; Library 112**

### **AGENDA**

1. Approval of Discussion Notes from April 28, 2006 meeting
2. Report on Status of the Director of Outcomes Assessment position -  
3. Danita McAnally
4. Recommendations for make-up of each Competency Committee –  
Danita McAnally
5. Recommendations for appointees to each Competency Committee –  
Danita McAnally
6. Recommendation regarding stipend/incentive for Competency  
Committee members
7. Summary of discussion with Dr. Jeff Seybert – Daniel Ferguson
8. Development of operational definitions for each Competency  
Committee – Daniel Ferguson
9. Development of rubric for each Competency Committee – Daniel  
Ferguson
10. Next Meeting
  - Date/Time?
  - Assignment?



## **General Education Competencies**

***Mathematical Skills:*** Students will analyze and solve mathematical problems using computational skills.

***Application of Critical Thinking Skills:*** Students will analyze problems, acquire and evaluate information, organize concepts, and construct solutions.

***Communication Skills:*** Students will evaluate, analyze, and communicate effectively through written, verbal, and non-verbal expression.

***Technological Literacy:*** Students will demonstrate competency in using relevant technology.

***Aesthetic Awareness:*** Students will demonstrate an awareness of the scope and variety of works in the arts and humanities and the aesthetic principles that guide these works.

***Ethics, Integrity, & Diversity:*** Students will identify standards promoting academic, professional, and civic responsibility within a culturally diverse society.

## **Recommendations for make-up of each Competency Committee:**

Each Competency Committee will consist of five full-time faculty members. Committee members serve two-year rotating terms. During the first meeting of the first year, each competency committee member will draw for a one-year or two-year appointment.

### **Mathematical Skills:**

Faculty members from each of the following divisions:

- Sciences and Engineering - 2
- Industrial and Transportation Technologies – 1
- Business – 1
- All Other Instructional Divisions - 1

### **Application of Critical Thinking Skills:**

Faculty members from each of the following divisions:

- Sciences and Engineering - 2
- Language, Communication & Fine Art – 1 or 2
- All other Instructional Divisions – 1 or 2

### **Communication Skills:**

Faculty members from each of the following divisions:

- Language, Communication and Fine Arts – 1 or 2
- Behavioral Studies – 1 or 2
- Academic Development – 1
- All Other Instructional Divisions - 1

### **Technological Literacy:**

Faculty members from each of the following divisions:

- Sciences and Engineering – 1
- Business - 1
- Industrial and Transportation Technologies - 1
- Allied Health or Nursing – 1
- All Other Instructional Divisions - 1

### **Aesthetic Awareness:**

Faculty members from each of the following divisions:

- Language, Communication and Fine Arts – 2
- Behavioral Studies - 1
- All Other Instructional Divisions - 2

### **Ethics, Integrity, & Diversity:**

Faculty members from each of the following divisions:

- Behavioral Studies - 1
- Sciences and Engineering – 1
- Business – 1
- Nursing - 1
- All Other Instructional Divisions - 1

Danita's Nominations for General Education Competency Committees:

***1. Mathematical Skills:***

Faculty members from each of the following divisions:

Sciences and Engineering – **Wendy Poling**  
Kathy Wetzel  
Industrial and Transportation Technologies – Kim Hays  
Business – Dr Rao Prabhakar  
All Other Instructional Divisions – **Joe Gandy**

***2. Application of Critical Thinking Skills:***

Faculty members from each of the following divisions:

Sciences and Engineering – Dr. Claudie Biggers  
**Susan Burgoon**  
Language, Communication & Fine Art – Judith Carter (English)  
Lana Jackson  
All other Instructional Divisions – Sarah Williamson

***3. Communication Skills:***

Faculty members from each of the following divisions:

Language, Communication and Fine Arts – **Daniel Ferguson**  
Behavioral Studies – Dr. Brian Farmer  
Academic Development – **Ann Hamblin**  
All Other Instructional Divisions – Gay Mills

***4. Technological Literacy:***

Faculty members from each of the following divisions:

Sciences and Engineering – Dan Porter  
Business - **Mark Usnick**  
Industrial and Transportation Technologies – Jay Anders  
Allied Health or Nursing – **Mark Rowh**  
All Other Instructional Divisions – D'Dee Grove

***5. Aesthetic Awareness:***

Faculty members from each of the following divisions:

Language, Communication and Fine Arts – Victoria Taylor-Gore  
**Jill Gibson**  
Behavioral Studies - Deb Avara  
All Other Instructional Divisions – Ann Fry  
Kimberly McGowan

***6. Ethics, Integrity, & Diversity:***

Faculty members from each of the following divisions:

Behavioral Studies - **Dr. Jim Powell**  
Sciences and Engineering – Rathna Prabhakar  
Business – Gerald Schoen  
Nursing – Delores Thompson  
All Other Instructional Divisions – Toni Brasher



## Suggestions for Assessment Plan

Daniel Ferguson

1. Outcome committees comprised of members on 2 year and 1 year rotations.
2. Members of outcome committees receive a stipend of \$500 each year.
3. Members of the Assessment Committee to serve on and chair outcome committees in the initial 1 year term.
4. Fall 06: Outcome committees to define competencies, establish rubrics, set standards, develop "possible assignments" statement, and report to Assessment Committee.
5. Assessment Committee approves/modifies outcome committees' suggestions.
6. Director of Outcomes Assessment requests artifacts using "possible assignments" statements.
7. Spring 07: Each outcome committee assesses 50 artifacts and reports findings to Assessment Committee.