

## Committee Meeting Agenda & Minutes

Team Name	Outcomes Assessment Committee
Date	15 January 2009
Time	3:15pm – 4:15pm
Location	U219

Facilitator	Stephannie Goerl			Recorder	Stephannie Goerl		
Team members							
X	Dr. Rick Abel	X	Dana Allison		Janet Balk		Gil Cloud
X	Caicey Crutcher	X	Alissa Duncan		Dr. Tim Folkerts	X	Vern Fryberger
X	Dr. Gillian Gabelmann	X	LaVonne Gerritzen	X	Stephannie Goerl	X	Jo Harrington
X	Ed Johnson	X	Teresa Johnson		Gene Kinsglien	X	Karen Kratzer
	Lisa Peterson		Elaine Simmons	X	Ange Sullivan	X	Ray Willis

Topic/Notes
<p><b><u>CAT Launch De-briefing</u></b></p> <p>The Team discussed improvements to the launching of CATs and student evaluation surveys, making the following recommendations:</p> <ul style="list-style-type: none"> <li>✓ Department chairs and other supervisors need to know who actually submitted a CAT and who did not</li> <li>✓ CAT surveys need to be launched at least two weeks before the end of the semester</li> <li>✓ Courses with different end-dates need to be included in the launching, or someone needs to communicate with these faculty so that they can use the alternate electronic report</li> <li>✓ Faculty were not aware that they had to go into the CAT and answer questions even if they were not intending to submit a CAT for that particular class</li> </ul>
<p><b><u>Course Coordinator/DC Follow up/Spring All-Faculty Meeting</u></b></p> <p>Team members discussed the upcoming spring all-faculty meeting to be held on February 21, with the following tasks assigned:</p> <ul style="list-style-type: none"> <li>➤ Ange, Stephannie, and Jo will meet with Course Coordinators &amp; Department Chairs to make them aware of their role in the meeting, which will be to work with faculty to determine if any questions/items on their course assessment instruments measure a fundamental general education outcome.</li> </ul> <p>Team members made the following recommendations:</p> <ul style="list-style-type: none"> <li>✓ Communicate with faculty about the date and attendance expectations for the meeting</li> <li>✓ Clarify whether the recommendations from the technical faculty regarding F4 will be addressed in any way</li> </ul>
<p><b><u>IR Concerns</u></b></p> <p>Several Team members and Course Coordinators expressed concern about data support for assessment projects. Caicey and Ray assured the Team that assessment data needs will be taken care of. Anyone needing data support should go to the IR web page and complete the Data Request form (<a href="http://forms.bartonccc.edu/ir/data_request.htm">http://forms.bartonccc.edu/ir/data_request.htm</a>)</p>
<p><b><u>Degree-Level Plan Update</u></b></p> <p>The degree-level sub-team reported that they have data from the Degree-Level pilot. Also, the Degree-level action plan for AQIP has been posted on the AQIP Action Projects page. The assessment project is the first project posted by Barton. (<a href="http://www.aqip.org/?option=com_actionsearch">http://www.aqip.org/?option=com_actionsearch</a>)</p>

**Program-Level Plan Update**

LaVonne reported on the ongoing planning process for program-level assessment. Data will be gathered from the following sources:

- ✓ Student-reported data
- ✓ Employer data
- ✓ National/Industry Certification Exams
- ✓ Program Competency Sheets

All program assessment initiatives derive from the Kansas Board of Regents and the Technical Education Authority.

**Strategic Plan Overview**

The Committee continued its review of the 2000-14 strategic plan draft; no recommendations were made at this time.