Assessment Committee Meeting Minutes - 9/17/14

Attendees: Monica Liddle, John Padovani, Christina Viafore, Julee Miller, Nancy Smith, Jeff Stedman, Mike Branigan, Joan Erickson, and Steve Tucker

1. June minutes were reviewed and small changes were recommended. Monica will get the college wide SLO's to Jared Yando to take to the college senate. Motion to accept minutes with the changes was stated by Steve Tucker and seconded by Christina Viafore, others agreed with a vote of yay.

2. Information management update

    a. Survey results were disseminated with respondents of the knowledge and skill level students should have before entering college as well as what the majority of respondents believed students should have upon graduation.

    b. Much discussion surrounded creating an online placement test for students to determine computer/information management skills. The group discussed where this should be housed (Vancko Hall, etc.), as well as when and how it should be administered.

    c. The next discussion was about offerings for students who scored poorly on the placement test and what type of programs/courses/5week mini sessions could be offered to students. There was concern from some committee members about programs that are already very packed with required credits and how adding another requirement could actually happen.

    d. There was a recommendation to add this topic (information management) into the curriculum for freshmen seminar and orientation courses to cover a large majority of academic majors. The concern is for those who are in programs that do not offer these types of courses as well as the orientation courses having room to fit this into their curriculum.

    e. A sub-group was created to look into creating training modules as well as contact a CITA 110 professor for topic/project ideas. This group includes Julee Miller, Joan Erickson and Jeff Stedman.

    f. Monica attached the raw data to the meeting email for those who are interested in looking into the data and there needs to be more examination on what is necessary between what is needed upon entering and when graduating.

3. Student Support Assessment Day

    a. Members of this group are Pam Peters, Jeff Stedman, John Padovani, Christina Viafore, Monica Liddle and Bob backus.

    b. This committee is charged to meet before the next assessment committee meeting and discuss the different areas to examine.

c. Monica has a reference guide from Columbia Greene that will hopefully serve as a framework that can be used by this group.

4. 5-year Graduate Survey

a. The goal is to develop and administer the graduate survey to students five years after graduate to get more accurate longitudinal information about our graduates.

b. The committee raised the question about who will be in charge of this information; Christina Viafore, Nancy Smith and Mike Branigan will look into this.

c. Vic Sensenig will be sending out the 6 month graduate survey with the plan to seek assistance from faculty members in contacting graduates. Small populations can be disseminated to different faculty to make contact through a memorable person to the student. He believes he can get a 50% response rate.

5. Feedback on Assessment reports

a. Monica has created an assessment evaluation rubric to be used when looking at individual assessments.

b. Committee members picked at least two areas to examine and complete the rubric on. Each group will examine compliance assist for their groups and complete the rubric.

c. Monica will complete the chart with committee members for the different areas and send to the committee.

6. There was a motion to add Vic Sensenig to the assessment committee as the area of institutional research is closely tied into assessment on campus; as well as adding in another representative from the business department. This will be sent to college senate for approval.

The next meeting will be October 15th at 8am.