

OUTCOMES ASSESSMENT COMMITTEE MEETING

Tuesday, September 20, 2011

2:00 p.m., AC Conference

Members Present: Pam Capron, Rex Cogdill, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Casey Debus, Susan Walker

Approval of minutes for 4/27/11 mtg.	Minutes approved: Pam made the motion to approve the minutes and John seconded the motion.
Action Items to be completed from previous meetings.	<p>Action Item: Program Assessments completed for 2010-2011?</p> <p>Action Item: Waiting on submission of program goals & objectives; upload to web site.</p> <p>Weatherization Technology Certificates</p> <p>Plate Welding Certificate</p> <p>Computer Applications Certificate</p> <p>Business Records Certificate</p> <p>Action Item: Purchase COMPASS Linkage Report – Kimberly Russell</p>
Committee Membership	<p>The membership is still missing a science division representative. It was suggested that Chris Wenzel serve as a temporary member until one is found.</p> <p>Action Item: Kate will ask Chris to serve on the committee until a member can be found.</p>
CCSSE Review	Kimberly distributed handouts highlighting several CCSSE results. Kim and Kate will be attending a statewide meeting in Riverton on November 4. It was suggested to have a faculty meeting in November to present and review CCSSE results.
Outcomes Assessment Summary Report	<p>The committee reviewed last year's report and assigned areas for this year's report.</p> <p>Action Item: Drafts for the report should be brought to the November 16 meeting for review. Complete report will be submitted to Holly Branham for the December Board meeting by Dec. 7.</p>
Outcomes Assessment Web Site Review	<p>The web site pages for Outcomes Assessment were reviewed.</p> <p>Action Item: Lynn will work with the webmaster to make the recommended changes and updates.</p>
Action Plans Review-Next Steps	<p>The action plans were reviewed for accomplishments and next steps.</p> <p>Action Items:</p> <ol style="list-style-type: none"> (1) Develop/Update Outcomes Assessment section in Faculty Handbook – Kate (2) Request transfer data from other receiving institutions – Kim (3) Research and recommend methods to measure general education components for AAS and Certificate programs – John will do some research; Dee will pose question to academic deans. One suggestion was to use WorkKeys testing. (4) Kate will check with Aaron to make sure all report viewers and Job Aids for assessment tools are available on LancerNet. (5) Do a short survey of faculty to evaluate use of assessment tools, report viewers, and job aids. (6) Monitor CATs completions by adjunct and concurrent instructors, and include them in evaluations of assessment processes.
Professional Development Activity	Several ideas were presented for a professional development activity. Kate, Dee, Kim, John, and possibly Pam will travel to Laramie for the Fall Assessment Forum on October 17 to attend the session with keynote speaker, Trudy Banta. Kate will also attend the annual HLC Conference in Spring 2012.
Guidelines for the Complete Agenda - Handout	The committee discussed this article about providing completion for students and not just access. Ideas and suggestions may be brought forward at future meetings.

Outcomes Assessment Committee Meeting

Minutes from October 19, 2011

Outcomes Assessment Committee Meeting was called to order at 2:05 PM on Wednesday, October 19, 2011 in the AC Conference Room. Members present were Kate Steinbock (Chairperson), Dr. Rex Cogdill (VP Student Services), Dr. Dee Ludwig (VP of Learning), Kimberly Russell (Director of Institutional Research), Larry Curtis (Division Chair) and John Hansen (Faculty Representative).

Items discussed included the following:

- I. Minutes from the September 20, 2011 OAC meeting will be approved at the next regular scheduled meeting.
- II. Kate Steinbock updated the committee on the progress of the assessment report. Kimberly Russell agreed to have the data for the report to Kate by November 7th.
- III. Additionally Kate Steinbock updated the committee on the newly published University of Wyoming Transfer Report. A few of the key areas of analysis included: EWC is the smallest institution in terms of headcount and transfers the fewest students; however, for calendar years 2008 – 2010 EWC has increased the overall number of transfer students. The committee was also made aware of the success of EWC transfer students as compared to other Wyoming Community Colleges.
- IV. Additionally, it was announced that the Vet Tech Accreditation visit would be the week of October 24th and that Dr. Bittner was in the final stages of preparing for the visit.
- V. John Hansen provided a summation of the recently attended presentation by Dr. Trudy Banta (Closing the Loop) held at the University of Wyoming. Key areas covered were the need for institutions to define outcomes, creation of electronic portfolios, omnibus

approach to assessment, shortfalls in standardized testing, and involving students in the assessment process.

- VI. Kate put forth the idea of offering awards for outstanding class assessment practices. The committee agreed that offering an award or recognizing best practices would be beneficial.
- VII. Additionally, a brief discussion was also held on EWC's five outcomes. John mentioned that one of the deficiencies he has noticed which correlate to the Communication outcome is the presentation ability of students. Dee further mentioned that perhaps we could look into adding onto our Communication Outcome and bring the review of outcomes before the general meeting of faculty.
- VIII. Lastly discussion centered upon assessment practices and working with adjuncts to evaluate their courses to ensure quality of instruction and learning.

Meeting was promptly adjourned at 2:55 p.m.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, November 16, 2011

2:00 p.m., AC Conference

Members Present: Pam Capron, Rex Cogdill, Casey Debus, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Susan Walker and Chris Wenzel

Approval of minutes for 9/20/11 & 10/19/11 mtgs.	Minutes approved: Rex made the motion to approve the minutes for both meetings and John seconded the motion.
Action Items to be completed from previous meetings.	Action Item: Purchase COMPASS Linkage Report – Kimberly Russell
IPEDS Report	The committee reviewed and discussed the data in the IPEDS Data Feedback Report. Discussion included whether doing a satisfaction survey would be a benefit. Cons included money, time, students get tired of doing surveys. Other discussion included linking graduation to a satisfaction survey.
Program Review Statistical Data	The committee reviewed the Program Statistical Data Report. Suggested changes included the removal of Early Child Studies. Other observations included INST and COMM are under Social Science. Undeclared non-seeking includes concurrent and fitness center.
Outcomes Assessment Summary Report	The committee reviewed a draft of the Outcomes Assessment Summary report. The committee discussed including comparison data on CAAP with other WY schools and leaving the recommendations on that page as is. Other discussion included the survey page and including some statistics or numbers. It was recommended to leave as is also. Lynn will fix the Perkins Report page. The committee discussed the programs assessment pages. Suggestions included summarizing the program assessments, have this committee review the program assessments instead of just the chair, and maybe do workshops for program assessments in the future. There was discussion on how to encourage students to take the CAAP testing seriously—CAAP assesses the general education requirements. It was suggested that Janet Martindale be invited to the next meeting to discuss ideas for CAAP testing. The linkage reports need to be added to the list of accomplishments on page 5. Kim is ordering the ACT/CAAP linkage report. Action Item: The report needs to be completed by Dec. 6 and submitted to Holly Branham for the December Board meeting by Dec. 7.
Next Meeting	TBA

Outcomes Assessment Committee Meeting

Minutes from February 22, 2012

Outcomes Assessment Committee Meeting was called to order at 3:05 PM on Wednesday, October 19, 2011 in the AC Conference Room. Members present were Kate Steinbock (Chairperson), Dr. Rex Cogdill (VP Student Services), Kimberly Russell (Director of Institutional Research), John Hansen (Faculty Representative), Pam Capron (Faculty Representative), Casey Debus (Assistant Director Library). Items discussed included the following:

- I. Executive summary for the ACT / CAAP linkage report was discussed. Committee members were pleased to see the growth in number of respondents from N=39 to N=57. Additionally EWC showed a 13% improvement on students achieving a lower quartile range on the CAAP versus the ACT. The committee further discussed the validity of the CAAP results concerning (a) quartile placement of high school vs. college and (b) increasing the number and effort exerted by students on the test.
- II. Kate Steinbock updated committee members on the strategic planning process. Members decided to continue planning efforts that bolster assessment (Complete annual Outcomes Assessment Report along with the goals listed for each year, Complete developing Outcomes Assessment Tools on LancerNet, Provide in-service training for faculty on the use of assessment tools, Outcomes Assessment Chair and/or committee members attend professional development activity such as an Outcomes Assessment Conference, follow-up on concurrent and adjunct instructors completing CATs.
- III. Additionally Kate Steinbock updated the committee on the progress of producing videos to aid in assisting distance and adjunct faculty in the completion of CATs.

- IV. Committee members also discussed methods to help increase the number of faculty consistently participating in CATs. The idea was floated to work with division chairs and during their upcoming meetings to assist faculty members in completing their assessments.
- V. Casey Debus informed the committee members on outreach the library has been attempting to ensure our distance educators are aware of library services and offerings. Critical to these offerings are the library's online database tools for distance students.
- VI. Kate put forth the idea of offering awards for outstanding class assessment practices. The committee agreed that offering an award or recognizing best practices would be beneficial.
- VII. Lastly, Kate provided a copy of a University of Wyoming transfer plan for the committee's perusal and asked committee members to evaluate the document and bring feedback and ideas to the next meeting.

Meeting was promptly adjourned at 3:55 p.m.

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, March 28, 2012

3:00 p.m., AC Conference

Members Present: Pam Capron, Rex Cogdill, Casey Debus, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Susan Walker and Chris Wenzel

Approval of minutes for 2/22/11 mtgs.	Minutes approved: Rex made the motion to approve the minutes and Dee seconded the motion.
Action Items to be completed from previous meetings.	Action Item:
Trainings/Follow-up for concurrent & adjunct instructors for submitting CATs	<ol style="list-style-type: none"> 1. Kate will be available to help faculty complete CATs, course, and program assessments. She has scheduled the Board room for April 12 – 10:30am – 12:00pm, April 13 – 12:00pm – 2:00pm, and April 16 – 12:00pm – 3:00pm. 2. Aaron and Kate are going to do a video on completing CATs and course assessments that will be made available to Outreach instructors. 3. Kate will send a reminder email to faculty to complete CATs, course, and program assessments. 4. Kate will add an evening training session that will be offered to Goshen County School District instructors. Aaron or David will be available to help with computer login passwords.
Outstanding Award for Completing CATs	Kate suggested awarding instructors for completing CATs assessments by providing several prizes in a drawing. The drawing will include those instructors who have submitted CATs by May 16. First prize will be a Kindle Fire, second prize will be a \$50 certificate from Cosmetology, third prize will be a \$25 Bookstore certificate, and fourth prize will be free registration for an EWC Community Education trip.
CAAP Discussion	A \$5 coupon for the Student Center will be given to students who complete the CAAP testing. Outreach students will receive \$5 off a bookstore item when they order online from the Bookstore. An example letter from Rex Cogdill with the CAAP testing information was reviewed. It was questioned whether or not we want to continue with CAAP testing. Kate will do some research on this topic when she goes to the Higher Learning Commission Conference in Chicago.
Other	<p>The Chadron State Articulation meeting went well. Since more EWC students are attending Black Hills State, the committee discussed inviting representatives from Black Hills State for a refresher articulation meeting also.</p> <p>A General Education Discussion is scheduled for April 17.</p> <p>The committee discussed the usefulness of webinars for professional development. Some are useful; however, we should be more selective in the webinars.</p> <p>The final strategic action plans were prioritized in the following order:</p> <ol style="list-style-type: none"> 1 – Complete annual Outcomes Assessment Report along with goals listed for each year. 2 – Continue developing and maintaining Outcomes Assessment Tools on LancerNet. 3 – The Outcomes Assessment Committee Chair and/or committee members attend a professional development activity... 4 – Follow-up on concurrent and adjunct instructors completing CATs. 5 – Provide in-service training for faculty on the use of assessment tools available on LancerNet and impart understanding of the assessment process...
	Meeting adjourned at 3:35pm
Next Meeting	April 25 @ 3:00pm in AC Conference Room

OUTCOMES ASSESSMENT COMMITTEE MEETING

Wednesday, April 25, 2012

3:00 p.m., AC Conference

Members Present: Pam Capron, Rex Cogdill, Casey Debus, John Hansen, Dee Ludwig, Kimberly Russell, and Kate Steinbock

Others Present: Lynn Wamboldt

Members Absent: Susan Walker and Chris Wenzel

Approval of minutes for 3/28/12 mtg.	Minutes approved: Pam made the motion to approve the minutes and Casey seconded the motion.
Action Items to be completed from previous meetings.	Action Item:
Trainings/Follow-up for concurrent & adjunct instructors for submitting CATs	Aaron and Kate are working on a video for completing CATs and course assessments that will be made available to Outreach instructors. Kate and John will work on the script and story board. The evening training session that will be offered May 1 st or 3 rd to Goshen County School District instructors. Aaron or David will be available to help with computer login passwords.
Membership Discussion	Kate will send an email to Chris Wenzel asking for two Science Division members to serve on the committee. It was suggested that Mr. Darnell could be suggested as a member. John indicated that he would be willing to renew his term for another two years.
General Education Discussion	The discussion on the general education requirements continues. UW is coming up with changes and had a draft and other materials that were shared at the April 17 meeting. Any changes will need to be done by January 2013 so they can be included in the new catalog.
CAT Drawing – May 16	Kate will send out another reminder email that CATS need to be submitted by May 4. The drawing for prizes is scheduled for May 16.
Other	HLC Research – Core Indicator Report from HLC included information on which assessments are used by WY Community Colleges. ETS is used by two colleges, MAP is used by two colleges and CAAP is used by two colleges. Kim will ask at the next Data Consistency Group meeting what the other colleges are using, the length, cost, and satisfaction level. Kim reported that the RMIR Conference on October 1-3 will have have assessment options for sessions.
	Meeting adjourned.