

Outcomes Assessment Meeting 4/6/2010

Attendees:

Pria Alpern
John Killoran
Tina Zerilli
Sara Haden
Mohammed Ghriga
Valerie Lava
Tish Keogh
Carole Griffiths
Gladys Schrynemakers
Kathy Morley (via conference call)

Preparing for Phase II:

- Some departments are having difficulty with the measures (especially those measuring direct student learning)
- OA Committee will ask departments to post proposed measures to Web-CT
- Conolly College has developed retreats focusing on reviewing assessment measures to ensure that they measure programmatic objectives
- Departments should submit Phase II direct/indirect measures By April 19
 - Each liaison will submit their department's measures to Web-CT
 - If an exam, submit a blueprint of how that exam is assessed-idea is that the test is testing multiple concepts.
 - If the exam is in progress, a blueprint without the questions but with the concepts to measure would be acceptable, it is a good way to get started.

Gladys will send a memo by the end of the week to all departments, informing them that their respective liaisons will be asking for measures. The committee and deans will be cc'd to this memo. All schools and departments will have access to measures on Web-CT. We will create in web ct measures for all the schools/depts.

Definition of Phase II: Data Collection.

- Collecting measures from departments serves to remind
- people that they should be collecting data this spring. It will
- also help ensure that that the measures departments are using are appropriate to the objective that has been identified.
- Gladys would like to collect and review the measures (Gladys has been in touch with Division II's director and telling him that we've been working on measures for the retreat).

Assisting Departments in Completing Cycle of Assessment

- Deadline for revised Phase II reports depends on the department
- A Middle States requirement is to collect and analyze data.
- Phase II is comprised of data and analysis (theoretically should be collected by May).
- A preliminary report regarding status of data collection/analysis process should be submitted to the committee by May 31. If data collection is still in progress, the report should outline expectations for completion. Last deadline for this is the second week of September.

Retreat in May

The chairs would like to doing a liaison retreat in May to reflect on the year. The retreat will be about 3 hours long and will focus on the following topics:

- Brainstorming on how to help departments with data collection
- Introducing the new structure for assessment
- Reflecting on what liaisons need assistance with
- Exploration of the committee can be a resource for assessment across the campus.
- Committee members should email Pria Alpern with dates/times of availability after commencement: pria.alpern@gmail.com

How to report assessment findings:

- In the assessment form there are appropriate columns for reporting findings.
- The English department will fill distribute their Phase II report as an example.

Summer Data Collection:

In terms of collecting data in the summer-Kathy wants ppl to think about whether the info about those courses will be relevant to curriculum during the academic year--Will it be helpful in making changes for teaching and learning?

- In house assessment file:
 - Phil suggests that each department maintains an assessment file to document what has been done by way of data analysis.

Actionable items:

- Proceed with Phase II with assistance from English department
- plan retreat
- collect data/measures