

May 3, 2010

To: Members of the HOAP (Help for Outcomes Assessment) group
From: Ellen Wentland
Re: Minutes of the April 29, 2010 meeting of the HOAP Committee
Attendees: Judith Ciampi, Ruth Young, Suzanne Van Wert, Nancy Garcia, Linda Chambers

The general topics discussed at today's meeting were the institutional-level assessment pilot study, program reviews, and the progress of program-level outcomes assessment.

The institutional-level assessment pilot study, co-chaired by Ellen Wentland and Suzanne Van Wert, is well under way. An initial e-mail outlining the process and criteria for the study was sent to all instructors in January. Once classes which had students meeting the criteria were identified, instructors of those classes were asked if they planned or were willing to collect writing samples in those classes. If they responded positively, they were then notified of the names of the identified students in the classes, and the process to be used to submit the writing samples. It is hoped that the approximately 100 unduplicated writing samples involved will be collected by the end of the term.

Four raters have been lined-up to do the assessment over the summer. It was decided that every sample be read by two raters. It was emphasized that the purpose of this assessment is to rate the quality of writing skills, one of the college's Core Skills, independent of whether the student properly addressed the assignment. After rubric ratings are completed, the data will be entered and analyzed.

Ellen then gave a brief overview of the recent Program Review Summit and thanked all those who participated. She mentioned that she had sent out an email to those who had done program reviews in the past, asking for help to possibly develop a somewhat abbreviated program review document and process for those coordinators scheduled for their second reviews in 2011. A discussion then followed about how to coordinate the contents of the internal program review with the outside accreditation reports that many programs are required to complete. While everyone present felt that the process of program review is worthwhile, the issues have to do with time, even given the course reassignment for program review purposes.

The group then discussed the progress of program-level outcomes assessment. Ellen gave an example of some assessment work being done by Marc Mannheimer in the Graphic Design Program with regard to oral communication skills. Suzanne Van Wert also shared an example of assessment work she is currently involved in, having to do with students evaluating the creative choices made by authors when they develop stories and narratives. With respect to assessment work, some concerns were also expressed about difficulties because of the time it takes.

The meeting was adjourned at 2PM.

Next meeting will be held in the fall term 2010.