

March 8, 2010

To: Members of the HOAP (Help for Outcomes Assessment) group  
From: Ellen Wentland  
Re: Minutes of the February 25, 2010 meeting of the HOAP Committee  
Attendees: Judith Ciampi, Ruth Young, Kerin Hamidiani, Suzanne Van Wert, Nancy Garcia, Linda Chambers

The general topics discussed at today's meeting were the Institutional Assessment pilot study this spring, and the Program Review Action Plans Status Update Reports.

The Institutional Assessment pilot study, co-chaired by Ellen Wentland and Suzanne VanWert, will focus on communication/writing skills, one of the five core skills largely defined during the 2008-09 academic year by a committee on institutional skills assessment.

The target population will be students who have accumulated 45-50 credits hours while taking courses here at NECC (not including any transfer credits). An e-mail will be sent to those instructors who have these students in their classes asking them if a writing sample can be collected based upon a rubric we have developed -- a link to the rubric on the Program Review website will be included in the initial e-mail. We talked about the best way to collect this information and shared an interactive PDF form that has been created with the help of Tommie Corbett.

After much discussion, it was decided to go forward with the interactive PDF form with some modifications to ensure the ease of submission. Questions did arise around how this information will be used once collected. Ellen will discuss further with Lane.

We next talked about the Program Review Action Plans Status Report Update form to get members' opinions about whether it is necessary to require a dean's signature. Some members felt it was excessive for the dean to have to sign-off on the progress reports as they are present during the program review and the updates are posted on the web site. It also creates another task to collect, scan, and post signed documents. It was unanimously agreed by all present to no longer require a dean's signature or the Action Plans Update Report.

The meeting was adjourned at 2PM.

Next meeting was set for Thursday, April 29<sup>th</sup> at 1PM.