

February 17, 2009

To: Members of the HOAP (Help for Outcomes Assessment) group

From: Ellen Wentland

Re: Minutes of the February 17, 2009 meeting of the HOAP Committee

Attendees: Janice Rogers, Bill Zannini, Ruth Young, Kerin Hamidiani

At today's meeting, I described some of the work I am doing on the program review/ outcomes assessment website, and how some of this was spurred by the NEASC self-study currently in process at NECC. There has been a lot of activity at NECC associated with program review and outcomes assessment, and the website is a good place to showcase this work, not just for NEASC, but also for those who participated in this work. Additionally, examples of work done serve as a resource for those beginning or continuing with this work.

For NEASC purposes, I had planned to post sample program reviews on the website, but I shared with the group my hesitation when it came to the publication of the "Chart 6" pages. As part of each program review, faculty members who teach in the program are asked to complete a form (Chart 6) which asks for such information as their educational credentials, professional organization memberships, and professional development activities. I was uncomfortable with this because these faculty members did not know that the forms would be posted. I asked for the group's input on this issue.

Overall, group members didn't think there was problem because the information didn't include personal data, such as address, and just related generally to educational credentials and activities. However, to be on the safe side, the group supported my talking to Marie McDonnell about possible FERPA guidelines and issues. Do I need the faculty members' permission for the posting? What about putting these reviews in the library? What about going forward? Does some kind of note need to be added to the Chart 6 forms, and to the review itself if all reviews are to be made public, either through web posting or by placement in the library?

I asked for group member's assistance in tracking down minutes from the HOAP meetings of 2005-06, and notes from the 2007-08 meetings. If any of you have copies of the minutes or notes, please let me know.

I am also looking for information used at the first program review summit, in the spring of 2006. Again, this is for the purpose of website posting.

I asked whether the group thought that faculty would be interested in a workshop on developing and using rubrics. Group members thought there would be interest, so I will try to find a way to do this.

The next HOAP meeting will be Wednesday, April 1, from 1:30 to 3, in the President's Dining Room (SC203).