

April 2, 2009

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

From: Ellen Wentland

Re: Minutes of the April 1, 2009 meeting of the HOAP Committee

Attendees: Bill Zannini, Ruth Young, Kerin Hamidiani, Judith Ciampi, Rick Lizotte

At today's meeting, I shared copies of the pages I had developed for the new program review/outcomes assessment (PROA) website. This site is being constructed off line, but will be ready to go "live" soon. I briefly went over each of the pages I had created to date, asking for comments and feedback. I also collected information concerning member titles for those present at this meeting (for the HOAP page of the website). I asked that members review the material outside of the meeting and provide suggestions or comments as they wish.

Regarding the HOAP page, we reviewed the list of members and meeting dates, and made corrections as needed. I asked members to see if they had any minutes from spring 2006, or notes from the 2007-08 meetings (dates and notes – no formal minutes were done).

One of the sections of the new website concerns program outcomes and curriculum maps. All programs which completed curriculum maps will have their maps displayed on the website, first because one of the NEASC reporting forms calls for the description of learning outcomes for each program, and this form can contain the links to the website. Second, displaying the maps shows how much work faculty have done in the area of outcomes assessment. The maps contain not just the outcomes, but also the program objectives, mission statements, and a clear identification of the connection between the program's courses and the outcomes.

We also talked about linking program pages to the PROA website, particularly to the program outcomes. This could be done by having a link on each program page to the outcomes and curriculum map on the PROA website.

I asked for input about questions that might be asked of those who attended next Tuesday's program review summit, and some suggestions were made.

This will be the last HOAP meeting for this academic year. The next meeting will likely be scheduled for early October.

Thank you HOAP members, for your participation on this committee and your help with the assessment work!