

September 20, 2006

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

From: Ellen Wentland

Re: First meeting of 2006/07 academic year – September 20, 2006

Attendees: Judith Ciampi, Joanna Fortna, Rick Lizotte, Paulette Redmond, Suzanne VanWert, Ruth Young, Anne Zabriskie, Bill Zaninni

Others: Rose Dittmer, Nita Lamborghini, Gerry Morin, Janice Rogers,

A general introduction to the program review and outcomes assessment processes at NECC was provided. This included overviews of the contents of the respective documents, as well as the processes used by programs. It was noted that both the *Institutional Program Review Handbook* and the *Guide for Developing and Implementing a Program Outcomes Assessment Plan* are on the college website. Particular attention was given to the outcomes assessment process, and attendees were given a copy of the last sections of the *Guide* which included suggestions for developing a schedule for outcomes assessment.

Questions about the two processes were addressed including what happens to program reviews when they are completed, when can faculty expect to receive feedback regarding their programs, which programs are involved in these processes this year, how often are programs going to be completing reviews, and how to deal with the potential overlap between accreditation/approval reports and the internal program reviews/outcomes assessment plans. There was discussion about objectives and outcomes, and about ways in which programs might approach the scheduling of assessments. Thoughts about the ways in which the outcomes assessment initiative might be moved forward on campus were also shared.

Some questions which were addressed to the group and which we are going to continue discussing at the next meeting include how implementation of the outcomes assessment plans are accomplished with available resources. That is, how do programs already involved in ongoing assessment work, for example programs with external accreditation or approval, accomplish the tasks that are associated with assessment such as collecting data.

Another question concerns the permissions required of students in order to use classroom produced work for program level evaluation. We want to examine current practices on campus regarding this topic.

Our next meeting will be on Wednesday, October 18 at noon in B120. LUNCH WILL BE SERVED!

For our discussion, please do try to gather information on the questions detailed above.

Thank you.