

November 8, 2005

To: Judith Ciampi, Joanna Fortna, Kristen Ganley, Susan Grolnic, Ellen Grondine, William Heineman, Judith Kamber, Richard Lizotte, Janice Rogers, Suzanne Van Wert, Anne Zabriskie

From: Ellen Wentland

Re: Second meeting of the outcomes and assessment advisory group – 11/3/05

Attendees: Joanna Fortna, Kristen Ganley, Susan Grolnic, Ellen Grondine, Richard Lizotte, Janice Rogers, Suzanne Van Wert, Ellen Wentland

One of the first items of discussion concerned coming up with a name for this group. After discussion, we agreed to call this group Help for Outcomes and Assessments Plans (HOAP).

At our last meeting, we discussed the possibility of group members attending assessment conferences and I had distributed a list of upcoming conferences. Kristin Ganley and Marcy Vozella attended the NEASC Assessment Conference at UNH. Two members of the Program Review Group will attend the NEASC conference that is coming up in early December in Boston.

I asked whether we should have more members in this group, particularly because I thought that the group could be useful as representatives working with faculty on outcomes/assessment plans. I described the recent faculty day at Middlesex Community College where many members of the faculty were trained to work with small groups of faculty in an effort to introduce the assessment initiative on that campus. I thought a similar activity might be useful at NECC.

Members responded that they had the understanding that this group was an advisory group, and would not involve direct work with faculty. The task was simply to advise me in my work with faculty. With that understanding, more members wouldn't make sense. In addition, it was pointed out that this is not a new initiative, but rather an effort to continue outcomes and assessments work from where POAG left off.

I had asked members to review a draft of a guide I was in the process of developing concerning the development of outcomes and assessments. Overall, feedback was positive, with members expressing that they thought it was very well structured and would be quite useful in efforts to develop plans and to have uniformity across programs. Also, it seemed to simplify the process in a way that makes it appear more manageable. I indicated that my work was continuing on the content of this guide, including developing more examples, and that I was going to also work on formatting to try to maximize its readability and usefulness.

I asked for suggestions on how other programs in addition those scheduled for program review could be engaged in the effort to develop outcomes and assessments plans. Sue Grolnic and Ellen Grondine will discuss this with the other deans, and get back to me regarding specific programs to contact.

The work begun with the English and Foreign Languages Department on the development of a curriculum/competencies map was discussed. Extending this work to the math department was suggested. Sue Grolnic will try to facilitate this.

Ellen Grondine mentioned that the deans have been asked to obtain information about proficiencies/prerequisite for all of their programs by the end of this academic year. She thought that this information could be obtained as part of the curriculum/competencies maps that programs are being asked to develop for their outcomes/assessment plans. I indicated that I would need to think about this idea.

Joanna Fortna requested that I meet with individuals in her department to obtain a better understanding of how their offerings relate to the programs on campus. Towards that end, we set up a meeting for Monday the 14<sup>th</sup> at 2 p.m.

Our next meeting was scheduled for December 1 at 2 p.m. in B136.