

December 3, 2008

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

From: Ellen Wentland

Re: Minutes of the December 3 meeting of the HOAP Committee

Attendees: Rick Lizotte, Joanna Fortna, Bill Zannini

At today's meeting, I distributed a draft version of the second edition of the Program Review and Outcomes Assessment newsletter. The first edition was distributed in April 2008, and is on the NECC program review website.

I noted that the various links still need to be finalized, but asked for general comments about the structure, content, and formatting. Suggestions made include:

- Make a "table of contents" at the top to enable internal document linking.
- Do not use yellow, but instead make everything bold that is now in "yellow."
- Insert the acronym "HOAP" on the last page after the committee name.
- Find out whether links can be html versus pdf.

Regarding page 4 of the draft under "Coming Soon!", I explained that there has been so much good work done at the college, both for program reviews and outcomes assessment, that has not been available for public viewing. This includes the various power point presentations made by faculty for program review and assessment results presentations. I am planning on working with Ron Taber to redesign the program review website, and to start posting the various items listed in the "Coming Soon!" section. The availability of this information should help faculty in the future with their program reviews and assessments, and will also support NECC in its NEASC accreditation work.

Note: At the last meeting, we agreed to invite Beth Wilcoxson to speak to the group about the Assessment Committee she is chairing. However, we were unable to identify a date in December which worked for all parties.