

Minutes of HOAP Committee
January 28, 2013

Attending: Nancy Garcia, Perry Lara, Rick Lizotte, Gail Stuart, Suzanne Van Wert, Ellen Wentland

The committee met to discuss the Spring 2013 assessment effort. While plans were made and preparation begun in December for our local QR assessment, NECC was recently notified that we are one of seven colleges selected to participate in a state-wide assessment pilot. The state-wide pilot will assess Quantitative Reasoning, Writing, and Critical Thinking, and asks us to collect 25 student products in each skill area by March 15th. While other elements of the state and local assessment plans are similar to our local assessment procedures (ie., target students, types of products), the early deadline poses a formidable obstacle, but we will proceed.

The committee made the following decisions on the process:

1. The first email will be generally informative. It will be sent to all faculty and will include the Student Learning Outcomes for QR and Writing, and some similar descriptors for Critical Thinking (since we don't have standard student learning outcomes for this skill).
2. The second email will be sent only to instructors who have eligible students (those having completed 45-60 credits) in their classes. In addition to notifying them that they have eligible students, the email will ask whether they require an assignment which allows students to demonstrate QR, Writing or Critical Thinking, and whether the assignment(s) are due by March 15th. Since the state-wide assessment requires us to get a signed consent form from students, this email will have the consent form (which must be pre-approved by our local IRB) included as an attachment.
3. A third email will be sent to those instructors who have indicated that they are willing and able to participate according to the parameters outlined above. This email will include a list of those students from whom we would like products. It will also ask the instructor to indicate which of the VALUE rubric criteria are components of the assignment.

Ellen, Suzanne, and Tom Fallon will be attending a meeting of the state-wide assessment committee on Jan. 30th and will any new details to the HOAP committee.