HLC LENS Meeting Minutes

Simmons Conference Room

Wednesday, March 20, 2013

3:00 p.m.

Members present: John Clayton, Katherine Craft, Vivian Elder, Gavin O’Connor, Kathy Perkins, Lance Renner, Barrie Talbot, Richard Turner, Marcia Wheeler

Members absent: Steve Bishop, Sherry Taylor

1. LENS Grant Update

Vivian Elder gave an update on the LENS Mini Grant. She sent out a reminder email to the recipients with due date of May 31, 2013 for receipts and 20/20 report. A discussion was held about the presentation of the 20/20 Reports. The committee decided to make the decision once the reports are submitted.

The committee agreed the grants will be offered again with the same schedule of due dates, increasing the amount from $5,000 to $7,000.

2. Institutional Learning Outcomes Committee

Vivian Elder reported she met with six colleagues that are interested in moving the committee forward. She presented a PowerPoint presentation with information on the goals of the committee and direction on where to begin. David Pope will be the Chair and the first meeting will be scheduled soon. The newly formed committee and members will be placed on the LENS Website in Fall, 2013. The timeline is to complete one rubric by the end of Fall 2013 semester and run a pilot in the spring of 2014.

3. Newsletter

Vivian asked for ideas for the OTC Newsletter. The committee recommended announcing that the second round of mini grant applications will soon be accepted along with the criteria for submission. The criteria will include subject, accessibility, data collection, innovation, budget, and feasibility.

4. Timeline

 Kathy Perkins handed out the timeline and the Academy update submitted to HLC.

The committee reviewed the timeline for year two.

* Plan process for piloting and implementing rubrics for institutional outcomes. *This* *activity will be removed to a later date on the timeline.*
* Design a reporting process that combines all current assessment data into a user-friendly document. *The Institutional Assessment Report will be completed and put on the LENS Website. The office of Research and Strategic Planning is working on a dashboard with assessment information and will be completed by FA 13.*
* Discuss with faculty the complete list of assessment tools currently used by OTC. *The office of Research and Strategic Planning has provided professional development sessions on assessment tools.*
* Update the Webpage. *The committee recommended adding the Faculty Resource Room presentations/material on the website.*

5. Exit Assessments

The committee discussed alternative exit exams versus the CAAP that is currently administered. A discussion was held about creating a pre and post test by discipline in General Education, and administered by faculty. The assessment would include questions based from the course objectives. Kathy stated this would be a good project for year three. Richard will present the idea to the department chairs this week for feedback.

6. Retreat

Kathy suggested a LENS retreat, same as last summer, to plan for year three. This will be discussed at the next meeting.

The meeting adjourned at 4:15 p.m.