HLC LENS Meeting Minutes

Simmons Conference Room

Thursday, April 12, 2012

3:00 p.m.

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

Members absent: Steve Bishop, John Clayton, Shirley Lawler

Kathy Perkins handed out an updated timeline to plan and manage the Student Learning Project. The red items will need to be addressed by the end of this academic year.

HLC Annual Meeting update

Marcia Wheeler shared a sessions she attended on a survey assessment. This assessment is given to both the students and the faculty member. It provides information on the perception of students versus the perception of faculty. Marcia stated this would be an assessment to keep in mind for future use if needed.

Kathy Perkins and Marcia met with OTC’s Mentor while in Chicago. A few things he recommended:

* Use the term *engagement* instead of *buy-in*
* Consider offering an Assessment 101 class – or add as a requirement for NFI
* Document positive happenings
* Ask faculty what they can change – Why? How?
* Include all stakeholders – including Board of Trustees and keep them updated regularly

Curriculum Charting

Kathy Perkins reported nearly all the charts have been received.

LENS Publication Project

Vivian Elder will take the lead role in getting the publication submitted. The first newsletter will describe what LENS is and the purpose of the committee. The first newsletter is slated for May, 2012.

Teaching and Learning Survey

Kathy Perkins will consult Research and Strategic Planning Office to receive the pre and post results. This will be handed out to faculty early fall, 2012.

Assessment Tools Used

The committee discussed the current assessment list. After discussion, it was decided to share the document with faculty, see if there are additional assessment tools needed, or if the current ones are sufficient. This list will be handed out in fall, 2012 for input.

Design Website

Katherine Craft reported the website is up and out there. It is located at the following site, <http://www.otc.edu/20223.php>. Katherine asked about a picture or logo for the page. The committee will come up with a design. Katherine made six links and will need content to place in those areas. The links can be changed, edited, etc., based on committee feedback. The contacts for the LENS project will be the Student Learning Committee Chair, [academicservices@otc.edu](mailto:academicservices@otc.edu), and [assessment@otc.edu](mailto:assessment@otc.edu). If you have any information to be put on the site, please send it to Katherine.

LENS Document Location

Kathy Perkins asked Renee to set up a folder on the R: drive for LENS documents. It will be located at [R:\Assessment – Academic Services\LENS](file:///R:\Assessment%20–%20Academic%20Services\LENS)

Plan and Develop Curriculum Charting Training

The committee recommended this planning process will begin in summer, 2012 and will present it to faculty in fall, 2012.

Design a Reporting Process

The committee decided an assessment report with current data will be designed over the summer, 2012 and finished in November, 2012.

Training Sessions on Multiple Assessment Data

The committee recommended the training sessions be developed during the summer, 2012.

Communication on Current Assessment

The committee recommends continuing with current communication and ramp it up in the fall, 2012.

Kathy Perkins will update the timeline with changes from this meeting.

The meeting adjourned at 3:45 p.m.