HLC LENS Retreat

Meeting Minutes

The Library Center

Wednesday, August 8, 2012

11:00 a.m. – 5:00 p.m.

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

Welcome

Kathy Perkins welcomed the group and newcomers Sherry Taylor and Richard Turner. Kathy gave an update on the purpose of the group and what has transpired over the past six months.

Mini Grant

Marcia Wheeler handed out a copy of the mini grant application. Marcia went over the application and stated it has been discussed and approved by Marla Moody as written. Approval is needed by the committee. Marcia mentioned the parameters need to be set for the 20/20 Report that will be submitted by May 31. Committee changes and recommendations are:

* Under Timeline change funds reimbursement and 20/20 Report due May 31 to *Final Funds Reimbursement and 20/20 Report due May 31.*
* A White Paper to be submitted for the 20/20 Report identifying what did and didn’t work throughout the process. This would be shared with faculty and posted on the website.
* Under Explain the plan for analysis and interpretation of results, add a bullet point What was the outcome?
* Giving the winner an automatic grant for the next year. That group would present a report to follow up on their successes of the previous year.

The mini grant will be introduced to faculty on August 15, 2012 during Faculty Development Days.

Professional Development

Vivian Elder reported professional development sessions will be scheduled with six different themes. The themes are: Changing as We Go, Collaborating and Brainstorming, Asking the Right Questions, Understanding the Data, Assessment Tools and Types, and Myths about Assessment at OTC. As faculty members attend the workshops, they will obtain a side to the Cube that will be handed out to them during faculty development days. Once completed, their name will be put into a drawing to receive funds from the Assessment budget to attend a conference (registration and travel expenses) and will be invited to a lunch at Scallions, funded by the Assessment budget and Tech Ed. Faculty volunteers will present at the sessions. A wild card option was discussed.

E-Network

Kathy Perkins stated an update needs to be posted every six months to the HLC Academy Website. Each college posts their progress and then responds to two other colleges. Kathy will post for the Academy.

Faculty Development Days

Lance Renner reported everything is ready to go. The video will be shown and sunglasses will be handed out in the full-time faculty meeting.

Newsletter

Vivian Elder reported the first LENS announcement was published in the August newsletter. The LENS project was introduced and will now be included in the monthly newsletter. Content will provide an update each month along with a sequence of questions. The questions and answers will be posted on the Assessment website. Vivian stated the topic for the next newsletter is the professional development plan.

Survey of Student Learning

John Clayton reported the analysis is completed and Matt will be working on the gap analysis. John inquired on how often to administer the Survey of Student Learning. The committee recommended once a year in late spring.

John demonstrated the newly designed report that includes trend data and the data in the Institutional Assessment Report. The report are still in the design phase but will be very useful to faculty and staff when completed.

Timeline for accomplishments of projects

Kathy Perkins went through the timeline for year two. All items are currently in progress and on track.

Kathy mentioned faculty would like to have a day for assessment. This will be discussed at the Calendar Committee meeting.

A discussion was held regarding exit exams, the time of semester they are given and student success. Is there a better time to offer the exams instead of just before graduation? Should the English portion be given at the end of ENG 101 or ENG 102? The same questions were posed for Math. Richard Turner will discuss this with Alan Papen and will mention it in the department chair meetings. Gavin O’Connor suggested all Math and English faculty take the CAAP or COMPASS exit exams. Richard Turner suggested faculty could earn the professional development wild card by taking the CAAP or COMPASS and take the results to Vivian.

Around the College

Kathy Perkins stated she will talk with Joel Doepker, about video clips on division and full-time faculty meetings, adjunct orientation and the developmental education celebration.

Curriculum Charting

Kathy Perkins reported the curriculum charting is complete. As a result, there have been program/department changes made.

Review of original planning document

Kathy Perkins reported the committee is making good progress overall. The culture of assessment is changing and forward progress continues.

The meeting adjourned at 4:10 p.m.