HLC LENS Meeting Minutes

Simmons Conference Room

Wednesday, March 28, 2012

3:00 p.m.

Members present: John Clayton, Katherine Craft, Vivian Elder, Gavin O’Connor, Kathy Perkins, Barrie Talbot

Member present via teleconference: Marcia Wheeler

Members absent: Steve Bishop, Shirley Lawler, Lance Renner

Kathy Perkins handed out a timeline to plan and manage the Student Learning Project. The timeline accomplishments in blue are completed, red are priority, and green have not been started.

Vivian Elder started with addressing the priority items.

Priority I- Curriculum Charting

Kathy Perkins reported the charts were provided for all programs in February and good progress is being made. Several have turned them in and an email will be sent to the Deans on March 30, reminding them of the April 6th due date. There was discussion about the process. Vivian Elder stated she thought it went ok, however, others were trying to identify the definition of ‘mastery’. Vivian assisted those individuals, explaining it is mastery at the community college level. Barrie Talbot stated she thought the process went well.

Priority II-Designing a Newsletter for LENS

Kathy Perkins stated a plan needs to be put in place on the Newsletter implementation. Katherine Craft reported Dana Mason will create a section in the College’s monthly newsletter as soon as she receives content. Katherine also stated Joel Doepker will profile this in the Around the College video when he receives content. The first theme for the LENS Newsletter will focus on what LENS is and put out a call for content for the next Newsletter. The next theme will focus on retention; what do instructors do to keep students engaged in and attending class. Vivian will utilize the weekly emails that Dr. Bishop sends out to faculty. Vivian will send dates on when the first Newsletter will be published.

Priority III-Post Survey Report

John Clayton handed out an Analysis Report from the survey sent to faculty on Teaching and Learning. Overall, the results were adequate. The Research and Strategic Planning office will prepare a pre/post comparison report to be sent out to faculty.

Priority IV-Assessment Tools

Kathy Perkins handed out an assessment tool utilization list and the assessment of student learning model. A discussion was held on assessments used at the course, program, division and institutional level. It was decided the CAAP, value added report, CBASE, WorkKeys, and A\*S\*K\* will be utilized at the program level, not division. Assessment tools added to the program level were the trend data report and the student learning portion of the course evaluations. Assessments added to the division level were the 180-day Follow-up Report and the student learning portion of the course evaluations. Assessments added to the Institutional level were the Employer Survey and the student learning portion of the course evaluations.

Priority V-Website

Katherine Craft reported she has started on the website and it will be completed by the end of April.

That concluded the priority items on the timeline. The next category discussed was the green category. Vivian began with the first Item.

Green I-Curriculum Charting Training Sessions

A discussion was held on when to begin training sessions for curriculum charting. Vivian suggested beginning this process in Fall 2012. She suggested presenting the list of assessment tools with definitions of each assessment, and ask faculty to provide input on what additional type(s) of assessment data would be helpful to them.

The remaining two items will be discussed at the next meeting.

The meeting adjourned at 4:15 p.m.