

Planning and Assessment Council

MINUTES

2/5/10

3:00 PM

ADMINISTRATION BUILDING
CONFERENCE ROOM

MEETING CALLED BY	Dr. DeLong
TYPE OF MEETING	Organizational Meeting
FACILITATOR	Dr. DeLong, Joan Stirling
NOTE TAKER	Joan Stirling
TIMEKEEPER	
ATTENDEES	Tina Wheelis, Scott Pinkston, Michael Orf, Holly Ayers, Jenny Miller, Ruby Johnson, Kathryn Langston, Dr. Dawe, Dr. Delong, Ron Helm, Joan Stirling Absent: Stephen Baltz

Agenda topics

MEETING

INTRODUCTION /CHARTER

DR. DELONG, JOAN STIRLING, DR. DAWE

DISCUSSION		
<p>Mike introduced the purpose of the meeting, explaining that the Council would meet once or twice monthly to discuss College planning and assessment topics. Mike went on to review the Charter of the group and handed out a copy of the charter. This charter is attached to the minutes.</p> <p>Joan stated that over the next year the group would go through the assessment and planning cycle and monitor that cycle to include the following steps with the general timeline:</p> <ol style="list-style-type: none"> 1. Strategic planning 2011-2016 in April/May 2. Complete planning results 2009-2010 in April/May 3. Review of yearly assessments in September 4. Yearly planning cycle using Strategic Goals in January 5. Budgeting using planning results in February 6. Assessment of planning 2010-2011 in May <p>She also handout a planning form for everyone to think about until the next meeting. The form represented the things that needed to be collected during the planning cycle.</p> <p>Scott mentioned that one of the things he saw missing was a way to change his plans in the case of an emergency. Discussion was held and it was suggested that an amendment process could be added to the planning process.</p> <p>Dr. Dawe spoke about the goal of the Council was to have discussions that would improve strategic planning and effective assessment. He said that this committee would be important in advancing the College.</p> <p>Additional discussion was held about the planning format. Ruby suggested that the planning form fit well at the end of Dr. DeLong's Course and Program Assessment Matrix. Discussion was held suggesting that the better things were tied together such as assessment and planning, the more effective it would be.</p>		
CONCLUSIONS		
<p>It was suggested by Dr. DeLong that everyone fill in an example or two on the form to see how it worked in all of the departments and report back for the next meeting.</p> <p>It was suggested by Joan that the team try to identify an improved method for the assessment of general education at the next meeting. This could be added to the self-study and would be something to take to the Assessment Academy for feedback.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Fill in planning form with an example and think about its design.	All	Next meeting
Think about general education assessment at the institutional, program and course level.	All, especially academics	Next meeting
Next meeting	All	8:00 2/26/10