

Planning and Assessment Council

AGENDA

3/1/10

3:00 PM

ADMINISTRATION BUILDING
CONFERENCE ROOM

MEETING CALLED BY	Dr. DeLong
TYPE OF MEETING	Regular Meeting
FACILITATOR	Dr. DeLong, Joan Stirling
ATTENDEES	DeLong, Langston, Johnson, Ayers, Orf, Miller, Wheelis, Dawe, Pinkston, Stirling

Agenda topics

MEETING

DISCUSSION		
<p>Agenda: The purpose of the meeting will be to discuss examples of planning from the current 2010-2011 planning cycle and discuss any concerns noted. Secondly, the purpose will be to begin to identify what is being done at the institutional level for assessment of the General Education Outcomes and to make suggestions for additions or improvements that could be presented to faculty.</p>		
<p>Approve minutes: Not done, must do on March 15</p>		
<p>Planning Examples: There was general discussion of the planning form and its use in planning. There was general consensus that the form was useful in planning this semester. Mentioned was that sometimes there was not assessment for a planning item but the group agreed that this was acceptable if not overdone. Information Systems and Finance expressed concerns about using it in their departments. Planning will work with them during the next week. It was stated that the form would eventually dictate what to put on an online version of planning anticipated for 2011-2012 planning. The group decided to begin planning before Christmas break each year with minor finalizing of planning in early January. It was also suggested that a card be made to facilitate planning with the HLC criteria on one side and the Strategic Direction Priorities on the other side.</p>		
<p>A general discussion about each of the General Education Outcomes and possible institutional assessment of these outcomes followed. It was decided that Holly, Michael Orf and Dr. Dawe would research best practices from other institutions and bring that information to the group at the next meeting. The next meeting would be spent on further discussion of assessment of the General Education Outcomes.</p>		
CONCLUSIONS		
<p>Planning form is useful, move planning to before Christmas, make a card to facilitate planning, research best practices in institutional effectiveness of general education outcomes, purchase professional development program for institutional effectiveness, check with Stephen to see if he can attend meetings on Mondays</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Research Miami Dade for General Education Outcome assessment	M. Orf	March 15
Research Johnson County for General Education Outcome assessment	H. Ayers	March 15
Research Los Rios College for General Education Outcome assessment	R. Dawe	March 15
Purchase Getting Started with Assessing Institutional Effectiveness for professional development for the PAC	J. Stirling	March 15
Make cards with HLC/Planning Direction	J. Stirling	March 3
Next meeting		March 15