

College Planning and Effectiveness Committee

Meeting Minutes

October 2, 2007

Present: Karla Rush, Chair; Mike DeLong, Laura Lawrence, Kim Lovelace, Dave Rush, Joan Stirling

Next meeting: November 1, 2007, Time TBA, Administration Building Conference Room

I. Call to order

Karla called the meeting to order and reviewed the Assessment Calendar and Matrix. The Nursing, Business and Adult Education departments have submitted changes to the matrix. Most departments have submitted a definition and their methodology for the assessment they are responsible for which will be included in a "glossary" and attached to the assessment calendar.

II. Discussion

According to the assessment calendar, eight assessments by various departments should be complete by now. Discussion followed about how to best monitor which assessments have been done and which ones haven't. The assessment calendar will be emailed to "Ozarka" asking those responsible for the assessments to respond with the date the assessment was completed, how it was carried out, what the results were and how the results will be used. Eventually, a place on the website will be added so that assessment information can be posted directly to an assessment file.

The matrix was also discussed. Dr. DeLong said that NCA is now putting a strong emphasis on graduate surveys. If Ozarka could reach alumni, it could help us see how well our programs have prepared students for transfers to other colleges or for the workforce.

Joan briefly reviewed the planning manual which has been completed. It documents what has been accomplished at Ozarka College or the progress which has been made toward goals set by faculty and staff. The next planning manual has already been started.