

College Planning and Effectiveness Committee

Meeting minutes

March 1, 2007

Present: Karla Rush, Chair; Mike DeLong, Brad Holloway, Jeremy Nicholson, Laura Lawrence, Kim Lovelace, Cheri McKee-McSwain, Joan Stirling, John Peterson

Next meeting: April 5, 2007, 11:00 a.m., Administration Building Conference Room

I. Call to order

Karla Rush welcomed committee members to the meeting and reviewed the purpose, responsibilities and objectives for the committee as recommended by Dr. Johnston.

II. Discussion

Karla handed out an assessment matrix similar to the one presented by Dr. Johnston in the first meeting. The committee was asked to look at the matrix and offer suggestions for personalizing the matrix to Ozarka College by determining what assessments we currently do and when they are conducted. The assessments will be divided into "Measures of Student Learning" and "Measures of Institutional Effectiveness." John Peterson offered that TRIO is doing self-assessments this year, Jeremy Nichols said that the English department does assessments throughout the year and Karla mentioned that Marketing also does research and assessment of their marketing strategies. Joan stated that although many assessments are done campus wide, it is very important that documentation be made of the assessments for NCA to refer to during their next visit in 2010. Karla reiterated that the purpose of the committee is to verify that departments across campus are doing their assessments and documenting that information.

Joan explained to the committee how helpful this information can be when doing institutional planning and preparing for our future NCA visit. She said the NCA group will want to see how we have planned, if the college does what it says it will do and how well, how our actions benefit students, and if we are always trying to improve.

It was determined that the committee should create a timeline for completing the matrix. It should be long enough that all departments can identify their assessments to the committee and that the committee can organize the information into the matrix. Joan said that there is a similar document in the assessment website that Ozarka has for its last NCA visit and that Information Services could possibly pull that from the archives for us to look at as a guide. After this new matrix is completed, it can be used in the future to assure that all assessments are being completed as scheduled. The committee members decided that April 1 would allow all departments sufficient time to identify their assessments and return their information to us. After the information is collected, it will be presented and discussed by the committee at the next meeting.

III. Other

The committee scheduled the next meeting then adjourned.