

**OUTCOMES ASSESSMENT COMMITTEE**  
**Meeting Minutes**

<b>Team Name:</b>	Outcomes Assessment Committee		<b>Date:</b>	11 September 2008	
<b>Process/Project:</b>	Committee Meeting		<b>Time:</b>	3:15	
<b>Recorder:</b>	Stephannie Goerl		<b>Place:</b>	U219	
<b>Team Leader:</b> Gillian Gabelmann			<b>Meeting Facilitator:</b> Stephannie Goerl		
<b>Team Members:</b>					
Dr. Rick Abel	X	Dana Allison	X	Janet Balk	
Caicey Crutcher		Dr. Tim Folkerts		Vern Fryberger	X
Dr. Gillian Gabelmann	X	LaVonne Gerritzen		Stephannie Goerl	X
Jo Harrington	X	Ed Johnson	X	Teresa Johnson	X
Gene Kingslien		Karen Kratzer		Lisa Peterson	
Elaine Simmons		Angela Sullivan	X		
<b>Other Attendees:</b>					

**Topic #1: CAP Courses & Additions**

The team discussed the addition of three courses to the CAP project. Three faculty members, English department faculty member Teresa Johnson, science department chair Dr. John Simmons, and math instructor Kristin Hathcock have expressed interest in adding Introduction to Literature, chemistry (either General Chemistry or Chemistry I), and Intermediate Algebra, respectively. The discussion on whether the students' progress toward graduation should be considered when adding new classes to the project. The Committee overwhelmingly agreed that we should welcome to the project any faculty member who wants to volunteer his or her course.

- **Action Item:** Stephannie will contact the faculty members and their chairs to inform them that their courses have been accepted to the Course Assessment Project.

**Topic #2: Prioritize 08-09 Goals**

The Committee reviewed the 08-09 Goals to determine which should be our priorities for the coming year. All agreed that the Degree-Level assessment project should be our main focus. Secondary to that goal is increasing the participation of Course Coordinators in the Course Assessment project and getting the CAT form loaded onto the Survey Wizard. Both of the secondary goals serve to support our primary initiative of piloting a degree-level assessment instrument.

- **Action Item:** Stephannie will revise the last two Course Level goals for more accurate wording.

**Topic #3: October All-Faculty Meeting**

OAC has requested time at the October All-Faculty Meeting to present the plan for creating a direct measure of student learning at the degree-level. The Degree-Level task force (Jo, Dana, and Caicey) will present the Power Point slide. Later in the day, when faculty are working on their department issues, OAC has asked Course Coordinators and CAP faculty

to review at their instruments/questions for use in the degree-level project. During this time, OAC members will “float” to help groups stay on task and to answer questions.

- Alissa Duncan volunteered to serve as a Fort Riley liaison to the Degree-level Task Force.
- **Action Item:** Stephannie will confer with Kathy Boeger, faculty council chair, to determine how much time we will be allotted.

#### **Topic #4: Updates**

Ange updated the Committee on the progress of the Process Action Team (Ange, Stephannie, Wynn Butler, and Mike Cox) which is charged with launching the CAT report into course shells. The Committee agreed that when the report is launched, faculty need to be reminded that they are required to submit only one CAT in the fall and one in the spring. They may, of course, report more than one if they wish.

The EduKan update was tabled as Dr. Folkerts was attending an EduKan Assessment Committee and therefore, was not able to report out.

#### **Topic #5: Strategic Plan**

Stephannie shared that the current Strategic Plan goes through 2009, so the time for creating a new one will soon arrived. The current Strategic Plan has not been a living document, that is, it has not been used by the Committee to design annual plans, nor has it been revised as plans changed. The question posed to the Committee was whether we consider the Strategic Plan valuable, and if so, how should we go about creating one.

The Committee agreed that a Strategic plan should be developed, followed, and revised as a living document. They proposed reviewing the current plan to see what we’ve accomplished. Then, a sub-team should draft a plan and bring it to the Committee for review.

- **Action Item:** A sub-team of Ange, Gillian, and Stephannie will begin developing a new strategic plan.