



MINUTES
Committee for Assessment, Teaching and Learning Outcomes
Friday, May 8, 2009
11:00 am – 12:00 pm
ETA 101, Lake Worth

Attendance:	Louise Aurelien <input checked="" type="checkbox"/>	Kellie Bassell <input checked="" type="checkbox"/>
Sidney Beitler <input checked="" type="checkbox"/>	Valerie Burks <input checked="" type="checkbox"/>	Susan Caldwell <input checked="" type="checkbox"/>
Jennifer Campbell <input checked="" type="checkbox"/>	Lori Crane <input type="checkbox"/>	Brian Kelley <input type="checkbox"/>
Sara Klompus <input type="checkbox"/>	Salvatore Manuele <input type="checkbox"/>	Joseph Millas <input checked="" type="checkbox"/>
Karen Pain <input checked="" type="checkbox"/>	Carole Policy <input checked="" type="checkbox"/>	Carlos Ramos <input type="checkbox"/>
Magdala Ray, Co-chair <input checked="" type="checkbox"/>	Lystra Seenath <input type="checkbox"/>	Richard Shepardson <input checked="" type="checkbox"/>
Helen Shub, Co-chair <input checked="" type="checkbox"/>	Raishell Smalls <input type="checkbox"/>	Patrick Tierney <input checked="" type="checkbox"/>
Connie Tuisku <input checked="" type="checkbox"/>	Mindy Yale <input checked="" type="checkbox"/>	

ITEM 1. Welcome and Introductions

Discussion: Helen Shub asked all the committee members to introduce themselves and to provide the committee with one word that describes their current view of learning outcomes and assessment. The words given were the following: exciting, clarity, necessary, chore, controversial, creativity, again, guide, process, non-norm, SACS, finally, accountability, and exploration.

Ms. Shub explained to the committee that because there was another committee in the process of formation that was going to be addressing issues related to academic development and assessment, it was felt that the best course of action was to combine the two committees. Therefore, this Strategic Planning committee will now be the ongoing committee for Assessment and Academic Development, co-chaired by Dr. Magdala Ray and Helen Shub. The first order of business for this committee will be to address the strategic planning objective 1.1. Committee members were assured that this is not a lifetime appointment and that they will be able to rotate off the committee as other interests arise.

Dr. Ray discussed with the committee her vision of connectivity between Academic Development, Assessment and Technology, stressing the importance of focusing on the areas where the three overlap. She introduced Sidney Beitler who is chairing the strategic planning committee on increasing faculty use of technology, and indicated that he is also a part of this committee and that we will be working closely together in this process.

Data/data source: (where appropriate)

Action: Informational only

ITEM 2. Define purpose of committee

Discussion: "By 2012, faculty will continuously assess and align teaching methodologies to achieve optimal program learning outcomes."

Based on the strategic planning objective that this committee is charged with addressing, the committee discussed the essential questions to be answered. They are as follows:

- 1) What makes good teaching?
- 2) How can we effectively measure student learning?
- 3) How can we develop skills in new faculty to make them the best teachers they can be?
- 4) How can we reach our experienced faculty to embrace this process – to become actively involved in the conversation?

Data/data source: (where appropriate)

Action: None

ITEM 3. Discuss timeline for committee

Discussion: The committee was made aware that a draft of the action plans is due by October 2, 2009 and the final draft is due November 20, 2009. This will necessitate meetings to be held during the summer.

Data/data source: (where appropriate)

Action: None

ITEM 4. Discuss ideas for action plans

Discussion: A lively discussion took place among all committee members about ideas for action plans related to learning outcomes and assessment. Ideas brought forward during the conversation included the following:

- Mentoring
- Instruction on learning styles
- Making instruction more interactive to accommodate new technology
- The need to include questions about attitudes toward assessment in the hiring process
- Find ways to assess what our current faculty already know about assessment
- Awareness that Bloom's taxonomy has changed and faculty may be utilizing different versions

- How do we meet the same learning outcomes for distance learning as we do for traditional classroom teaching?
- Make sure once the process starts that we keep having opportunities for additional learning so enthusiasm doesn't wane
- Have different levels of conversations – large scale like Development Day and small scale like departmental or informal get-togethers
- Reach out to experienced faculty on a one-to-one basis about assessment as much as possible
- Consider the time required for assessment to avoid overburdening faculty and instructors
- Utilization of cluster meetings to discuss learning outcomes and assessment
- Develop a pilot program for assessment to use as a model
- Create or utilize existing faculty awards for best teaching to promote learning outcomes and assessment
- Survey faculty to see who are already incorporating aspects of assessment of learning outcomes (Similar, but perhaps more expansive than the Stewart awards)
- Make available to faculty the results of all the Stewart award nominees and have them meet with other faculty
- Create re-usable learning objects that could be used in a cross-disciplinary fashion
- Create a General Education assessment plan
- Develop a plan to define learning outcomes for Development Education
- Write a statement about assessment – what it means at Palm Beach Community College
- Utilize Google Docs to facilitate this meeting

Data/data source: (where appropriate)

Action: Dr. Ray and Ms. Shub will review the notes from the meeting and organize them. This will then be presented at the next committee meeting to assist the committee in developing specific action plans.

Ms. Shub and Dr. Ray will meet with Mr. Beitler to discuss technology options to help facilitate this meeting.

ITEM 5. Set date and time for next meeting

Discussion: By a show of hands, almost everyone present at the meeting indicated that they would be available to meet over the summer. The committee agreed to meet again within the next two weeks.

Data/data source: (where appropriate)

Action: The next committee meeting will be arranged to be held within two weeks of the initial meeting.

Meeting Adjourned at 12:15 p.m.

Submitted by:

Helen Shub, Scribe