

Program Assessment Committee: AY 2006-07

Minutes: Thursday, February 15, 2007:3:05 pm

Present: R. Allen, A. Aruna, A. Barbre, I. Borghol, C. Gauthier, T. Huang, D. Jamero, R. Schexnayder, R. Strong

Absent: R. Indovina

I. Minutes – February 9th meeting

- * The minutes were approved by the committee

II. Assessment Plan 2006-07

The committee discussed three completed assessments and made the following recommendations:

- a. Focus group results
 - i. Maintain faculty retreats – the retreats are great venues for sharing ideas and working on issues proactively.
 - ii. The administrative team should try to minimize the amount of last minute e-mails.
 - iii. The administrative team should provide timely follow-up to faculty concerns and issues.
 - iv. The Division Chairs should consider sharing the information that is discussed during the Executive Committee meetings. If possible, post the agenda and minutes on Blackboard.
- b. OSA survey results
 - i. Student orientation – extend the orientation program beyond one day; encourage financial aid officers to provide more information regarding loans, FAFSA, etc.; provide more information for transfer students.
 - ii. Admissions process – provide more information on the website for transfer students; provide timely correspondence to all students during the admissions process.
 - iii. Student services – post final exam schedules in a timely manner; provide more information on the available scholarships.
 - iv. Personnel – treat students with respect; provide consistent information to all students.
- c. Graduating student survey results – Class of 2006
 - i. Summarize data according to sections and compare to national data.
 - ii. Share this information with the faculty during an Academic Assembly meeting.

The meeting was adjourned at 4:10 pm.

