Program Assessment Committee: AY 2006-07

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


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.