

HLC Criterion Three Subcommittee 3a

Minutes of the January 10, 2005 meeting

PRESENT: Pat Casey, Steve Friedman, Linda Hurstad, Mark Lencho, Barbara Monfils

The meeting was convened at 1:10 pm.

Steve Friedman updated the committee on providing evidence for organization's assessment of student learning that extends to all educational offerings, including credit and noncredit certificate programs. Steve and John Stone will meet with Continuing Education to develop a set of instruments that will focus on the quality of educational experience.

The committee then discussed providing evidence that faculty are involved in student learning outcomes. Pat Casey indicated the committee should be concerned with programs that do not have learner outcomes. In the Audit & Review reports, the section with the strengths and weaknesses will indicate if learner outcomes are not present in a program. Other sources of learning outcomes are syllabi, committee structures, department minutes, and faculty involvement in student portfolio reviews.

The committee decided to send a set of four questions to the department chairs to determine the level of faculty involvement with learner outcomes.

Pat Casey will draft a questionnaire that will include the following four questions and send them to John Stone and Sally Lange. She will ask Sally to send this questionnaire to the department chairs.

1. Who is responsible for the development of learner outcomes for your department?
2. How are the learner outcomes established?
3. How frequently does your department re-assess learner outcomes?
4. What is the level of faculty commitment to learner outcomes?

From these questionnaires, the committee can provide an estimate of faculty commitment – percentage of faculty in each department committed to student learning outcomes.

The committee discussed learner outcomes for the stand-alone majors also, but decided to work with the majors first.

The committee discussed other programs such as the Arts Immersion Day for the gifted and talented junior high students, the Peace Conference, and the Creative Writing Conference. Barbara Monfils mentioned that Criterion Subcommittee 5c may be working with this aspect. (This was confirmed by John Stone after the meeting.)

Barbara indicated that the entire Criterion Three Subcommittee will meet in early February. At this meeting each of the subcommittees will be asked to present their preliminary findings.

The next meeting will be after the February 14th HLC luncheon.

The meeting adjourned at 2:00 p.m.

Respectfully submitted,

Leslie Meyer