Minutes
Assessment Oversight Committee
Nov 23, 2009

Present: Shane Drefcinski, Duane Ford, Dennis Ciesielski, P.B. Ravikumar, Matthew Roberts

Guests: Bernie Bernhardt

1. Members and guests were introduced. Drefcinski moved and Ravikumar seconded a motion to approve the minutes of the Nov 9, 2009 meeting. Motion passed unanimously.

2. Duane Ford announced that the University Diversity Committee (UDC) is pretty much coming together. He suggested that AOC could look into the procedures of how departments/programs are going to know/measure if all groups are achieving student outcomes equally well. He also suggested that AOC wait to take action on this matter until departments have their plans in place and UDC provides input.

3. Bernie Bernhardt provided documentation and discussed Mission/Purpose, Learning Outcomes, Assessment Tools, and survey results of student and tutor evaluations of Student Support Services. Major points addressed during the meeting were as follows:
   a. Student and Tutor evaluations of Surveys from Spring 2009 were provided and compared to Fall 2008 results.
   b. Student Support Services are federally funded. Five-year cycle of funding runs out Aug 31, 2009. New proposal for the next five-year cycle is due Dec 14, 2009. $ 377,000 per year will be requested for the next cycle.
   c. Learning outcomes are the same as the ones provided to Higher Learning Commission.
   d. Assessment Tool A of using an annual focus group is being discarded. Instead there will be a meeting between Student Support Services group and Multi-Cultural Education Resource Center (MCER) staff.
   e. Number of students taking the student skills workshop has reduced as some students have similar workshops in their own programs.
   f. In response to a question from Drefcinski as to the availability of data prior to Fall 2008, Bernhardt mentioned in the affirmative and said that almost always the scores have been less than 1.99 (indicating strong agreement) on the Likert scale.
   g. Students enroll in the Student Support Services programs through the help of referral by other tutoring services and faculty, students’ passing on the information to other students.
   h. In response to a question by Ford about the percentage of students who enroll, Bernhardt mentioned that about 10 students per year on an average are not able to enroll due to capacity limits.
   i. Drefcinski inquired if any changes have been made given that the survey results have been consistently very good over the years. Bernhardt replied that the narrative of the grant proposal has had changes. For example, tutoring in 3000 and above level courses has been added. Another example is the addition of more than one student per tutor.
   j. Drefcinski requested and Bernhardt agreed to post an electronic copy of the submitted documents.

4. Meeting adjourned at 4:40 pm.

Respectfully submitted,

P.B. Ravikumar