

Institutional Effectiveness Yearly Report Form  
Assessment and Outcomes Committee, 2008-2009

<b>Names of Members</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Total</b>
Ella Strong*	8/29	10/17	3/27	5/22			
Deb Campbell**	8/29	10/17	3/27	5/22			
Leila Smith	8/29	E	3/27	5/22			
Lois Puffer	8/29	10/17	3/27	5/22			
Carolyn Bush	8/29	10/17	3/27				
Donna Sparkman	8/29		3/27				
Doug Harling	E		3/27				
Elizabeth Melton****	N/A	N/A	3/27	5/22			
Don Barnes	8/29	E	3/27	5/22			
Amanda Spencer-Barnes	8/29	10/17	3/27	5/22			
Germaine Shaffer	8/29	10/17	3/27				
Lisa Maggard	8/29	10/17	3/27				
Tammy Duff	8/29	10/17	3/27	5/22			
Paul Currie	E		3/27	5/22			
Donna Combs	8/29	10/17		5/22			
Dan Begley	8/29						
Christina Martin	8/29	10/17					
Esther French	8/29	10/17		5/22			
Mindy Collins	8/29						
<b>Total Present</b>	<b>16</b>	<b>11</b>	<b>14</b>	<b>11</b>			

\* = Chair

\*\* = Co-chair

\*\*\* = Student

\*\*\*\* = Guest

\*\*\*\*\* = ex-officio

E = members who notified the chair of a reasonable excuse to miss.

Please complete the following information to summarize the work of this HCTC Committee for the 2008-2009 academic years:

**I. Number of meetings held:** 4 (Last meeting scheduled for May 22, 2009)

**II. PRIMARY FOCUS FOR THE YEAR 2008-2009:**

- A. Review of General Education competencies and the documentation methods of Assessment for this content area.
- B. Development of an Assessment and Outcomes webpage.
- C. Provide Professional development opportunities for faculty and staff.

**III. MAJOR ACCOMPLISHMENTS:**

- A. A course review form was developed and implemented for use in all general education and technical courses in the four Learning Services' divisions.
- B. Information was obtained from members of the committee and was sent to Ella to complete the webpage.
- C. eLumen workshops were offered and faculty were trained to use eLumen. Other workshops offered included *How to create Rubrics*, *Completion of Course Assessment forms (x4)*, and *Assessment Q&A workshop*.
- D. The online Assessment Tutorial module was revised.

**IV. RECOMMENDED FOCUS FOR UPCOMING YEAR 2009-2010:**

- A. This committee needs members who have a vested interest in Assessment and Outcomes.
- B. Members of this committee should continue to provide Assessment-related Professional Development for faculty and staff.
- C. An information clearinghouse needs to be provided (either through the web, SharePoint, Blackboard, or other online vehicle) for easy access of Assessment materials and resources.
- D. Committee members should provide assistance to non-Learning Service units to develop and implement consistent and uniform Assessment and Outcomes measures as requested.

Chair Signature and Date: \_\_\_\_\_