

Institutional Effectiveness Yearly Report Form
Assessment and Outcomes Committee, 2009-2010

Names of Members	Date	Date	Date	Date	Total
	5/22/09	9/3/09	10/22/09	11/19/09	
Deborah Campbell*	X	X	X	X	4
Ella Strong**	X	X	X	X	4
Lois Puffer	X	E	X	X	3
Donna Combs	X	X	E	X	3
Leila Smith	X	X	X	X	4
Doug Fraley		X	X	X	3
Gerald Napoles			X	X	2
Tammy Duff	X	X	X	E	3
Paul Currie	X	X			2
Mindy Collins				E	0
Esther French	X	X	E	X	3
Don Barnes	X	X		E	2
Amanda Barnes	X	X		E	2
Christy Martin		E	E		0
Carolyn Bush		X		X	2
Lisa Maggard*****		X	X		2
Doug Harling		X	E	X	2
Dan Begley					0
Total Present	10	13	8	10	

* = Chair

** = Co-chair

*** = Student

**** = Guest

***** = ex-officio

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

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Assessment and Outcomes Committee, 2009-2010

Names of Members	Date	Date	Date	Date	Date	Total
	1/6/10	2/5/10	4/22/10	5/7/10		
Deborah Campbell*	X	X	X	X		4
Ella Strong**	X	X	X	X		4
Lois Puffer	X	X	X	X		4
Donna Combs	X	X	E	X		3
Leila Smith	E	X	X	X		3
Doug Fraley	X	X	X	X		4
Gerald Napoles	X	X	E	X		3
Tammy Duff			X	X		2
Paul Currie	X	X	X	X		4
Mindy Collins	E					0
Esther French	X	E	E	X		2
Don Barnes	X	X	E	E		2
Amanda Barnes	X	X	E	E		2
Christy Martin	X	X		E		2
Carolyn Bush		E	E	X		1
Lisa Maggard*****	X	X		E		2
Doug Harling	X	X	E	X		3
Dan Begley						0
Total Present	13	13	7	12		

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Please complete the following information to summarize the work of this HCTC Committee for the 2009-2010 academic year:

I. Number of meetings held: 8

II. PRIMARY focus for the year of 2009-2010:

- A. Develop and complete Operational and Assessment plans for non-academic units.
- B. Review HCTC in-house surveys.

III. Major ACCOMPLISHMENTS:

- A. Provision of various assessment and eLumen workshops for faculty and staff (n=20).
- B. Revision of Assessment tutorial and completion by 66% of faculty.
- C. Creation of master survey list and cycle for planning purposes.
- D. Completion of Draft assessment plans for Admissions, Testing services, Financial aid, CCLP, QEP, CCTS, Disability services, and Student Engagement, Life and wellness.
- E. Creation of Distance Learning task team to revise DL Guide and provide input on DL assessments.
- F. Development of Point of Service survey for satisfaction with college services.

IV. Recommended FOCUS FOR UPCOMING YEAR 2010-2011:

A. Continue to provide leadership for the continuous review of strategies for an effective assessment plan of student learning outcomes across the college. Continue to assist in the assessment process and use of the results for academic, administrative support, and institutional units. Continue to make recommendations as necessary and review assessment and outcome processes.

Chair Signature and Date: Deborah Campbell, 5/14/10