



TITLE III

Internal Evaluation Team

Minutes

July 14, 2006 1:00pm

The Title III Internal Evaluation Team met on Friday, July 18th in the SGA Conference Room. Members present were Kermit Carter, Richard Ferrara, Dena Stephenson, Tammy Kerby and Randy Cox. Penelope Blankenship, Nathan Tyler, Theresa Hamilton and Gerald Jackson were unable to attend.

Grade Distributions

- Dena provided a memo of understanding concerning grade distribution calculations. (Handout attached)
- Grade distributions (Fall 2003 – Baseline vs. Fall 2005 – Expanded Pilot Phase for Round 1 redesigned courses) were discussed. Dena provided two comparison charts. (Handouts attached)
 - Instructor to Instructor; section to section; semester to semester. Dena noted this is External Evaluator, Lora Conrad's, recommended way of calculation.
 - Aggregate totals for each course. Randy Cox noted that this method shows a trend in the right direction. He also stated that the calculations consist of a small sample of data.

CAAP Information – (Collegiate Assessment of Academic Proficiency)

- A CAAP report containing methods, findings and after action follow up was provided. (Handout attached)
 - Will inform instructors in the fall that the testing will occur during the Spring semester so that they will be prepared and can build it into their schedules.
- Dena noted that CAAP is related to Title III through Learning Outcomes.
- Dena referred to a chart that matches the Student Learning Outcome to the corresponding CAAP assessment. She found the following:
 - No CAAP assessment administered for *“Students will demonstrate knowledge of the arts/humanities and understand the basic historical chronology”*.
 - No CAAP assessment administered for *“Students will develop basic computer skills and the ability to access, select, evaluate and use information resources”*.
 - No CAAP assessment administered for *“Students will demonstrate the knowledge, awareness, understanding, and skills necessary to live and work in a diverse world”*.
 - Duplication of assessments administered for *“Students will be able to speak and write clearly”*.
- Will consider administering WorkKeys tests in Year 3 to address some of the issues missing with CAAP tests.

Student Satisfaction with Redesigned Courses Survey

- Total of 373 students in 10 courses (25 sections) were surveyed. Results and student comments were provided. (Handout attached)

Adjunct Faculty Training

- Training is being provided for all adjunct faculty members that will be teaching a Round I or Round II redesigned course in the fall. According to the guidelines in the grant proposal, all sections are to be taught in the redesigned format.
- 63 adjunct faculty members were trained in the redesigned formats on June 24, 2006.
- There is a confirmed attendance of 40 adjunct faculty members for training scheduled for July 22, 2006.

Log Analyzer Results

- The log analyzer tracks student email use.
 - 21 students logged on as of 5/30/06.
 - 51 students logged on as of 6/27/06.

Professional Development – Learning Styles

- Dr. Mell Johnson, Director of the *ATLAS Center for Excellence in Teaching and Learning* at Wallace State – Hanceville.
 - August 15 – Address all faculty / staff as the keynote speaker for CCC In-Service. Address the faculty in a two hour afternoon session regarding Learning Styles.
 - Activity Objective: 1.3. Increase the knowledge of faculty regarding course redesign, student assessment, and use of technology by 09/30/06.

Assessment of Learning Outcomes Workshop

- Rose Mince, Assistant to the Vice Chancellor for Learning and Student Development for the Community College of Baltimore County.
 - August 24 – Workshop for Division Groups (9:00am – 3:30pm)
 - August 25 – Workshop for all Faculty (9:00am – 3:30pm)
 - August 25 – Briefing with Title III Leadership Team following the faculty workshop
 - Activity Objective: 1.3b. At least 65% of full-time faculty members and 30% of adjunct have participated in workshops on student assessment, diverse learning styles and web-based instruction each by 09/30/06.
- Discussion regarding activity objectives to be met by the workshops. It was decided that each workshop will meet multiple objectives.

Title III Round 3 Team Members

- A handout was provided that shows a current listing of Course Development Groups. The Group 2 redesign team members were also listed. Randy noted that he is still lacking two team members for MTH 116. He also noted that he is considering replacing CIS 130 (Round 4) with a course with higher enrollment.
- Dena pointed out that Penelope Blankenship will be a member of the SOC 200 redesign team for Round 3. She asked for discussion concerning a conflict of interest for a person to be a member of the Internal Evaluation Team as well as part of a redesign team. It was decided that Penelope could better serve the Title III project by participating on the redesign team. Dena will contact Penelope to see if she is in agreement and if she would like to rotate off of the IE team.
- Dena asked for recommendations to fill the Faculty Affairs Representative slot that will be created if Penelope rotates off. Richard said he would ask Mike Blizzard if he will be willing to serve.
- Randy noted that it would be advantageous to have an Advisor as a member of the IE team. Dr. Carter said that Samantha Delgadillo would be most appropriate. Dena will contact Samantha.