Jefferson Davis Community College
General Education & Student Learning Outcomes Committee

Meeting Minutes

January 3, 2006 10 a.m., IITS

Present: Deborah Albritton, Carol Bates, Jeffrey Faust, Mary Beth Lancaster, Ann Mantel, Latitia McCane, Cornelia Miller, Linda Miller, Beulah Patton, Mike Tedder, Otis Thames

Next meeting: To Be Announced

Items of Discussion

• Overview and Purpose
• Definitions
  - Program assessment
  - Student learning outcomes
• Review of 2005-2006 SLO’s
• Discuss Methods of Measurement
• Discuss Best Time for Committee to Meet

The presentation is attached.

Discussion

The committee refined the student learning outcomes for 2005 and discussed the best methods of assessment. It was determined that each student learning outcome should have at least two direct measures. Indirect measures would be used only as a supplement to the direct measures. Division Chairs will work with faculty to ensure that standardized methods of assessment are developed to assess the outcomes and that artifacts are collected Spring semester 2006.

Roundtable

The committee broke up into groups and developed the following student learning outcomes and methods of assessment for each outcome.

<table>
<thead>
<tr>
<th>2004-2005 Student Learning Outcomes</th>
<th>General Education: College Parallel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Intended Educational Outcomes</td>
<td>Means of Program Assessment and Criteria for Success</td>
</tr>
<tr>
<td>Upon completion of ENG101, students will demonstrate college-level writing skills.</td>
<td>• 100% of students will complete an Investigative essay, which incorporates MLA documentation style, and score at least 70%. • 100% of students will score at least 70% on the</td>
</tr>
<tr>
<td>Course</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Departmentalized final exam.</td>
<td></td>
</tr>
</tbody>
</table>
| Upon completion of SPH107, students will demonstrate college-level oral communication skills. | - 100% of students will develop and deliver an informative speech and score at least 75% on the presentation.
  - 100% of students will score at least 70% on standardized portions of the final exam. |
| Students completing a history course will demonstrate knowledge of major historical events affecting one's own and other cultures. | - 100% of students will score 70% or better on locally developed exams.
  - Using a grading rubric, 100% of students will score 70% or better on short answer questions. |
| Upon completion of CIS146 Microcomputer Applications, students will demonstrate proficiency in Microsoft Office Suite including Word, Excel, Access, and PowerPoint. | - Departmental final examinations will demonstrate that all students achieved 80% proficiency in Microsoft Office.
  - Project evaluations will demonstrate that students achieved 80% proficiency in software specific projects. |
| Students completing MTH 112 Precalculus Algebra or MTH 110 Finite Mathematics will demonstrate the ability to compute basic mathematical operations accurately, comprehend mathematical information, and utilize analytical thinking skills to solve problems. | • Five questions related to this goal will be embedded in all MTH 112 Precalculus Algebra final exams and MTH 110 Finite Mathematics final exams. The goal is that 70% of those taking the final exam will get 100% of these questions correct.  
• 70% of those students completing the MTH 112 Precalculus Algebra and/or MTH 110 Finite Mathematics will pass a series of test with a grade of 70% or better.  
• 90% of the respondents to the graduation survey will respond to the question “I have reached the educational goal(s) I desired due to the instruction and assistance I have received from faculty and staff” with “agree” or “strongly agree”. |
| --- | --- |
| Upon completion of BIO 103 or CHM 111, students will exhibit an ability to use scientific reasoning and scientific methods to make observations, to answer questions, and to gather and interpret data. | • Five questions related to this goal will be embedded in all BIO 103 and CHM 111 final exams. The goal is that 70% of those taking the final exam will get 100% of these questions correct.  
• 70% of the students completing the BIO 103 and CHM 111 courses will have an overall average of 70% or better on a series of lab practical.  
• 90% of the respondents to the graduation survey will respond to the question “I have reached the educational goal(s) I desired due to the instruction and assistance I have received from faculty and staff” with “agree” or “strongly agree”. |
## 2005-2006 Student Learning Outcomes
### General Education: Technical

<table>
<thead>
<tr>
<th>Program Intended Educational Outcomes</th>
<th>Means of Program Assessment and Criteria for Success</th>
</tr>
</thead>
</table>
| The graduate will demonstrate effective written communication skills. | All graduates will develop a cover letter with 100% accuracy.  
All graduates will develop a resume with 100% accuracy. |
| The graduate will demonstrate basic computer skills. | Departmental computer examination will demonstrate that 100% of graduates acquired basic computer skills with 80% accuracy.  
100% of graduates will complete a departmental project with 80% accuracy. |
| The graduate will apply the basic concepts of math. | 100% of graduates will score 80% or better on a departmental examination.  
100% of graduates will score 80% or better on a basic math departmental quiz. |

Respectfully submitted,

Carol Bates