Jefferson Davis Community College
General Education Program and Student Learning Outcomes

Meeting Minutes

October 6, 2008

1:30 p.m., Library, Multimedia Room

Members Present: Carol Bates, Beth Billy, Lyn Gill, Linda Miller, Ann Lambert, Jeannette Lymon, Cornelia Miller

- Review technical and academic General Education Outcomes
  - Technical faculty members on the committee were not able to attend the meeting due to a conflict with their class schedule. Cornelia Miller and Carol Bates will meet with the technical faculty this week to review and discuss the technical General Education Outcomes.

- Review the classes where the assessments are schedule to be conducted
  - There was discussion about the error in the courses listed for measuring scientific reasoning and scientific methods. Note: Carol found a copy of the student learning outcomes that have been revised on July 11, 2008. This is a later copy than the one we had at the meeting and corrects some of our discussion. The updated outcomes will be sent to the committee via email for review.

- Review assessments for each outcome
  - There were questions about several of the methods of assessment. For example, were outcomes for communication measured with one speech or two; which series of tests would be used to measure the math outcomes? Because there was some confusion, in the future, assessment measures should be more specific.
  - The faculty members teaching computer classes are having difficulty with a new version of SAM (Skills Assessment Manager). SAM is a computer program used as one of the direct assessment measures for computer skills. If SAM is not workable for this semester, faculty members will develop another means of assessment to replace SAM.

- Discuss when assessments will be conducted
  - Some of the assessments are conducted at the end of the semester as part of the final exam. Other assessments are labs, essays, tests, etc. at different points throughout the semester.
  - The Graduation Surveys were discussed. Students who were surveyed at graduation would not be the same students that were currently taking the class. The possibility of using a class survey was discussed. Dropping the survey as an outcomes measurement
was also discussed. The committee decided to table the discussion until the next cycle of outcomes are written for next year.

- **Review importance of documentation**
  - Actual documentation of student learning outcomes must be kept.
  - All faculty need to be aware that they should be keeping tests, projects, labs, etc. with grading rubrics or other grading tools that demonstrate how the assessments were measured.

- **Discuss importance of adjuncts conducting assessments**
  - It is very important that we communicate to adjunct faculty what needs to be measured and collected.
  - All faculty involved in measuring student learning outcomes should use standardized means of assessing students as well as standardized grading tools.
  - Communication with adjuncts concerning student learning outcomes is a weak area.

Respectfully submitted,

Carol Bates