

**Arkansas Tech University – Ozark Campus  
Assessment Committee Meeting Minutes  
June 23, 2004**

**Members present:** Ms. Pat McCreary, Applied Lab Technology; Ms. Debra Wofford, Business Technology; Ms. Kathy Shaffer, Adult and Continuing Education; Mr. Stan Hatcher, Collision Repair Technology; Dr. Jo Blondin, Chief Student Officer and Chair.

**Absent:** Dr. Eva Spurgin, Chief Academic Officer

The meeting began at 3:30 p.m. in the Conference Room.

The meeting served primarily as a brainstorming session in preparation for the assessment plan for the year.

Dr. Blondin asked the members to identify current nationally-norm exams already in place in their programs that could also serve as assessment measures. Stan Hatcher, CRT Instructor, mentioned the NOCTI exam. Debbie Wofford, Business Technology Instructor, suggested that the MOUS (Microsoft) exam could be given in her field, and that a licensed MOUS instructor as well as a site license would be necessary to administer this test. Kathy Shaffer discussed the TABE test in Adult Education, which can serve as a pre- and posttest. The student retests after 12 hours of Skills Bank work. In addition, Skills Bank software is available to students on campus and people in the community. Dr. Blondin suggested that TABE and COMPASS be correlated to provide Ozark with data about value-added in student learning. Pat McCreary explained that her program used internship feedback forms and meetings with her advisory committee to provide her with information about student learning. She makes changes to her program according to this information. Finally, internship/externship and advisory committees were mentioned as excellent measures of student learning. Dr. Blondin reinforced the importance of documentation in assessment and suggested that we collaborate on a form for planning assessments and documenting assessment results at our next meeting. Work on assessment was also mentioned as a possible topic for future professional development activities.

The meeting was adjourned.