DACC NCA-HLC Self Study
Criterion 3: Student learning and effective teaching
Committee Meeting Minutes
October 24, 2006 2:30 p.m.
TC Rm 135

Present: Jeff Hutton, Maurice Miller, Lori Jones, Ted Gallagher, Cathy Bolser, Ben Jung, Tom Szott
Absent: Tim Bunton, Becky Osborne, Brian Fink, Margie Arlington, Shelby May

Guests/Resource Persons: None
Introductions: Jeff opened meeting

Agenda/Objectives: Set forth plan of action for compiling data and resources. Our committee must focus on numbers and data, others will write chapter assessment.

Core Component:
Discussion Summary:
1.) Jeff will create a pyramid for criterion 3 data collection: This will include Mission, departments, courses, etc.

2.) Jeff will no longer be committee advisor due to NIMS certification. Randy will appoint new criterion 3 leader.
3.) Outcomes must clearly be stated for each program.
   a. Are goals clearly stated?
   b. Where are they stated?
   c. Do goals make effective assessment possible?
   d. Must critique all levels: course, program, and institutional
4.) Must focus on both skill component/academic component
5.) Committee has decided to focus on each Core Component as a team before moving to next component. We will begin with Component C 3-A.

Assignments:

Becky: Check websites for self-study information and what data is available
Lori: Request Assessment information from Dept. Heads./ start downloading course syllabi from web site for each course offered at DACC.
Jeff: Create Mission Statement Graph (how follows through program level.

Problem Areas:

New instructors are not provided with assessment book that lists assessment types available for their use. Jeff is having a copy of book made for each member of the committee.

Final Draft: Due October 2008

Next Meeting: Nov. 7, TC Conference Room