

Meeting 3 – Tuesday, 09/17/19 AND Wednesday, 09/18/19 | 2:30-4:00 AND 1:00-2:30

Academic Sub-Committee Meeting

Members in Attendance:

Daniel Lentz	John Reid	Jessica Carroll
Clifford Wilson	Sergey Kuznetsov	Domel Yisra’el
Stephanie Owen		

- **Meeting Structure**
 - Discussed, to increase all liaison participation, feasibility of holding regular meetings on a Fridays once a month (for longer time)
 - Voted to keep current meeting structure since some people unable to commit to Friday meetings
- **Assessment Office Hours, Liaison list updates**
 - Liaisons need to provide Stephanie will their office hours so that it can be shared with team members
 - Adjustments made to the liaison list to account for discipline changes and other related changes
- **Common Assessment**
 - Those who submitted common assessments are noted in the updated liaison sheet
 - Report out of those who haven’t submitted about their discipline status
 - Communications area. Some submitted but others will submit their plan shortly.
 - Literature submitted their goal sheet
 - Foreign Languages will be contacted to submit their sheet (Sonia Delgado-Tall contact person for this area)
 - Speech will be contacted to submit their sheet (Vera Barkus contact person for this area)
 - Technical Writing will be contacted to submit their sheet (Kerry Luckett contact person for this area)
 - Physical Science submitted their assessment.
 - Included both Chemistry and Physical Science on the same goal sheet – need to be separated
 - Geology and Physics on hold since they are not offered this semester one of the other faculty members is on sabbatical
 - DTI programs still waiting for a response.
 - Stephanie will work with Domel to get a sample together so he can work with DTI programs to get their goal sheets completed
 - Social Sciences submitted their assessments.
 - Afro./Africana Studies, Psychology, Social Science, Political Science, Economics, Geography, Sociology, and Anthropology all submitted
 - History on hold since course is not offered this semester
 - Reminded everyone that they need to get their goal sheets in
- **General Education Assessment Project Timeline**
 - Shared and discussed the GE timeline [Attached]
 - Asked for additional feedback regarding feasibility and reachability of that timeline
 - Recruited Eric Curry from English to serve as an “English expert”

- Stephanie will recruit someone from Speech area to serve on this committee
- Stephanie will send everyone a request of possible types of evidence faculty may submit as part of this assessment project and compile results.
- **General Education Assessment Project Research and Collection of Evidence**
 - Everyone assigned an area to research [Below] – please review for modifications
 - Asked to bring one sample and be able to discuss why selected and how it might be useful
 - John offered to look at the Assessment pages for Harold Washington and Truman College to determine if they have anything we can use/modify.

● **Action Items/Next Steps**

ACTION ITEM	WHO'S RESPONSIBLE?	DUE DATE
Research assigned topic below	ALL	Next several meetings
Submit assessment office hours	ALL to Stephanie	Oct. 1
Possible types of evidence request	Stephanie to ALL	Oct. 1
Other CCC GE Communication Projects	John	Next several meetings

- **NEXT MEETING = Tuesday, 10/01/19, 2:30-4:00 AND Wednesday, 10/02/19, 1:00-2:30**
 - Brandon Nicholas will be here on Oct. 1 meeting to discuss HLC and how the team can prepare for the onsite visit. Please make every effort to attend the Tuesday meeting.
 - The team will conduct some initial research to investigate what other schools might be doing to assess this particular goal. Keep a running list of sources so they can be used for future purpose:
 - Rubric design from community colleges – **Clifford**
 - Rubric design from 4 year or national organization – **Enid**
 - Assessment general education goals (with an emphasis on communication) related to community college – **Yolanda**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Human Services – **Yolanda**
 - Assessment general education goals (with an emphasis on communication) related to 4 year or national organizations – **Holly**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Adult Education – **Holly**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Media, Humanities – **Enid**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: HVAC, Automotive, DTI programs – **Domel**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: English Composition, Soc. Science – **Jennifer**
 - , Business/CIS – **Jessica**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Math, Chemistry, Physical Sciences – **Sergey**
 - Good examples of assignments/instruments that demonstrate effective communication in the area of: Culinary – **Dan**
 - **Cindy** will provide some information on validating rubrics
 - **Stephanie** will also look for English Communication rubrics and assignment ideas.

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Discipline	Department	Dept. Chair	Chair Email	Assessment Liaison	Office Hours	Common Assess Submitted
Automotive <ul style="list-style-type: none"> • Auto Tech • Collision 	Automotive	Earl Powell	epowell21	Sergey		NO for ALL
Biology	Biology	Ramon Castro	rcastro52	Clifford		YES
Business/CIS	Business/CIS	Greg Blair	gblair	Jessica	W 10:00-11:00	YES Business; YES CIS
Adult Education	Adult Education	Dr. Henry Horace, Dean	Hhorace	Holly		NO
Physical Edu	Social Science	Ted Williams	twilliams63	Jennifer		NO
Communications <ul style="list-style-type: none"> • Lit • Foreign Lang • Speech • Tech Writing 	Communications	Giano Cromley	gcromley	Sergey		YES Lit; NO Foreign Lang; NO Speech; NO Tech Writing
Communications <ul style="list-style-type: none"> • English (on hold) 	Communications	Giano Cromley	gcromley	Yolanda		YES ENG (awaiting district assess for 101)
DTI (Dawson) <ul style="list-style-type: none"> • Bricklayer • Welder • Construction • Electrical Gas • Highway • Plumbing 	DTI	Lucretzia Jamison, Dean	Ljamison12	Domel	W 4:00-5:00	NO for ALL
HVAC <ul style="list-style-type: none"> • Air Conditioning • Heating • Refrigeration 	HVAC	Harry Dabner	hdabner	Domel	W 4:00-5:00	NO for ALL
Humanities/Fine Arts <ul style="list-style-type: none"> • Music • Art • Humanities 	Humanities/Fine Arts	Desmond McFarlane	dmcfarlane	Enid		YES Music (but incorrect); NO ART AND HUM

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Human Services <ul style="list-style-type: none"> • Child Dev. • Addict. Studies • Soc. Serv. 	Human Services	Jacqueline Graham-Sylvestal	jgraham-sylvestal	Yolanda		NO for ALL
Social Science <ul style="list-style-type: none"> • Afro Studies • Psych • Social Science • History (hold off) • Poli Sci • Anthro • Econ • Geography • Sociology 	Social Science	Ted Williams	twilliams63	Jennifer		YES Africana YES Psych YES Soc Sci YES Poli Sci YES Anthro YES Econ YES Geog YES Soc
Math	Math	Ayndreille Ward	Award01	John	W 11:00-12:00	YES
Media/Vis. Com.		Gail Mitchell	Gmitchell17	Enid		NO
Physical Science <ul style="list-style-type: none"> • Chem • Physical Sci • Physics (hold off) 	Physical Science	Sangita Deb	Sdeb1	Clifford		YES Chem YES Phy Sci
Washburn <ul style="list-style-type: none"> • Baking/Pastry • Hospitality 		Marshall Shafkowitz, Dean	mshafkowitz	Jessica	W 10:00-11:00	YES Baking; YES Hospitality
Washburn <ul style="list-style-type: none"> • Culinary Arts 		Marshall Shafkowitz, Dean	mshafkowitz	Dan	M 9:00-10:00	YES
				Stephanie	W 10:00-12:00	

General Education F19 Planning Phase – Communicate Effectively

