To: Janice Sandell, Ellen Joiner, Bill Loiterman, Jim Stanbery, Mike Agopian, King Carter, Harvey Siegel, Gary Miller, Elena Reigadas, and Sally Fasteau.

Subject: Accreditation Issues

1. In recent meetings, the Division Council and Academic Affairs Cluster have acknowledged the mid-term accreditation report due next year, and what goals our college will be working towards over the remainder of this school year. Among the several issues the college will be addressing, we as a division must focus on our responsibilities in regards to Student Learning Outcomes (SLO’s) and the assessments of the SLO’s for each course offered.

2. Throughout the preparation for the last accreditation process, our division had discussed the connection of the SLO’s for each course, and an achievable method of assessment for the SLO’s. Several options were discussed and put on the table, however, we have not formally agreed on a standardized process or procedure for the division.

3. Since our division has multiple disciplines, I propose we select three disciplines to begin the process: History, Political Science, and Sociology. As we begin this project I suggest we have our regular full-time faculty members work on the initial pilot program, and then involve other division members once an agreed method is achieved.

4. There are several assessment methods in use throughout academia. For example, Janice Sandell uses a method by which she uses both subjective and objective questions within exams and quizzes during the semester. Another model mostly used in large academic divisions is the use of exit questions during final exams; the model we have discussed at length in recent semesters.

5. So that our division could participate in a pilot assessment program for this semester, I suggest the exit skill/exam assessment model. This model would require a minimum of seven to ten questions on a separate sheet of paper at the time of the final exam. The questions would be written from the Title V outline on file. The questions would be objective and graded on a small Scantron answer sheet provided by the division, and then turned into the division office for scoring. I am not suggesting this be the final product or model we use, but just an agreement we can use as a pilot project.

I would appreciate it if everyone would give the assessment model some thought prior to our meeting on Tuesday, October 9th at 2:00 PM in Bungalow 3. If you have additional thoughts or another model you would like us to consider, please let me know prior to the meeting so copies can be made for everyone attending, or give a ring to discuss your thoughts, ext. 4066.