Meeting Summary
December 3, 2013

Present: Anna Pilloton, Becky Reetz, Jonathan Eldridge, Meg Pasquel, Rhonda Jones (Staff Resource)

Absent: Brendan Jackson, Derek Levy, Luz Moreno, Sara McKinnon (Staff Resource), Steve Petker

Agenda and Summary Approval

- The meeting agenda was approved.
- The summary for the 11/19/13 meeting was approved.

Finalize CCSSE Supplementary Questions

Jon presented an updated draft of the questions for the Committee’s review in the necessary format. The group made some suggestions that Jon will incorporate. He will send out an updated draft for the Committee’s review.

CCSSE will make a random selection of courses from COM’s Spring 2014 Schedule and the teachers will then be asked to allow students to complete the survey during class time. SAS or Student Services personnel will go to the selected classes and conduct the paper survey and handle follow-up paperwork, not the teachers. 700 students will be surveyed.

The faculty survey, also to be conducted during the Spring 2014 semester, will be electronic.

The results of both surveys will be available in Summer 2014. The Committee will then begin an analysis of the data and encourage COM to make use of the information obtained in its decision making processes. The survey results will likely lead to the need for additional clarifying questions/surveys and the Committee expects disconnects between faculty and student perceptions.

The CCSSE is one part of the entire COM implementation of the SSA, which includes new software and other informational gathering systems. The data acquired will then be used for the ongoing process of informing decisions and developing data driven solutions; good practices leading to best practices.

The Committee approved allowing Jon and Dr. Coon to report to the COM community that the SAS Committee supported and promoted the use and results of the CCSSE.
13-14 Work Plan Updates

Work Plan updates were not reviewed at this meeting.

Other Issues

Professional Development - The group discussed the value of professional development opportunities and, in particular, “On Course” workshops for faculty. The Committee suggested that Meg bring the topic up at Friday’s task force meeting to encourage faculty participation.

Online Orientation - Meg will have her Spring 2014 classes complete the pilot online orientation when it has been set-up to help provide an initial assessment of the system. The students will serve as a cohort of test subjects for comparison purposes between Fall 2013 and Spring 2014.

Announcements

The meeting scheduled for Tuesday, December 17th has been cancelled so everyone can concentrate on student needs during finals week.

The next meeting will take place on Tuesday, January 7th in SS A&B. Please submit any agenda items that you want included by noon on the preceding Tuesday.