

## Assessment Committee Email meeting

**From:** KATHLEEN Otto

**Sent:** Friday, August 19, 2016 3:10 PM

**To:** Matthew K. Bolz <[Matthew.Bolz@noc.edu](mailto:Matthew.Bolz@noc.edu)>; Dee A. Cooper <[Dee.Cooper@noc.edu](mailto:Dee.Cooper@noc.edu)>; 'Firth, Cassie' <[cassie.firth@okstate.edu](mailto:cassie.firth@okstate.edu)>; Darrell Frost <[Darrell.Frost@noc.edu](mailto:Darrell.Frost@noc.edu)>; Lisa McGaw <[Lisa.Mcgaw@noc.edu](mailto:Lisa.Mcgaw@noc.edu)>; CATHY MOORE <[CATHY.MOORE@noc.edu](mailto:CATHY.MOORE@noc.edu)>; 'Nordquist, Lisa' <[lisa.nordquist@okstate.edu](mailto:lisa.nordquist@okstate.edu)>; Starla Reed <[starla.reed@noc.edu](mailto:starla.reed@noc.edu)>; ROBIN RUYLE <[ROBIN.RUYLE@noc.edu](mailto:ROBIN.RUYLE@noc.edu)>; Mark Silkey <[Mark.Silkey@noc.edu](mailto:Mark.Silkey@noc.edu)>; Jeff Tate <[Jeff.TATE@noc.edu](mailto:Jeff.TATE@noc.edu)>

**Cc:** Carolyn Johnson <[Carolyn.Johnson@noc.edu](mailto:Carolyn.Johnson@noc.edu)>; Pamela Stinson <[Pamela.Stinson@noc.edu](mailto:Pamela.Stinson@noc.edu)>; Edwin Vineyard <[Edwin.Vineyard@noc.edu](mailto:Edwin.Vineyard@noc.edu)>; Shannon Cunningham <[Shannon.Cunningham@noc.edu](mailto:Shannon.Cunningham@noc.edu)>; Rick Edgington <[Rick.Edgington@noc.edu](mailto:Rick.Edgington@noc.edu)>

**Subject:** Course evaluation tool - respond before 26th

Assessment Committee,

Please take a few moments and look over the survey tool used for course evaluations last semester and identify any areas of concern or change. These questions were modified last spring by the committee before they were sent out to the students. Since the tool was modified last semester, I feel that we can do this over email. However, if the committee feels the tool still needs refining and discussion beyond email, we can meet and discuss the changes. Please respond all so that everyone is included in the discussion.

I will need a response from **everyone** in the committee by the 26 before we can move forward!

Kathleen



**Kathleen Otto**

Director of Institutional Research & Assessment  
Northern Oklahoma College  
Tonkawa, OK 74653  
Phone: 580.628.6448  
Fax: 580.628.6209  
[Kathleen.otto@noc.edu](mailto:Kathleen.otto@noc.edu)  
[www.noc.edu](http://www.noc.edu)

### Responses:

**From:** CATHY MOORE

**Sent:** Monday, August 22, 2016 7:55 AM

**To:** KATHLEEN Otto <[KATHLEEN.Otto@noc.edu](mailto:KATHLEEN.Otto@noc.edu)>; Matthew K. Bolz <[Matthew.Bolz@noc.edu](mailto:Matthew.Bolz@noc.edu)>; Dee A. Cooper <[Dee.Cooper@noc.edu](mailto:Dee.Cooper@noc.edu)>; CASSANDRA FIRTH (OSU) <[cassie.firth@okstate.edu](mailto:cassie.firth@okstate.edu)>; Darrell Frost <[Darrell.Frost@noc.edu](mailto:Darrell.Frost@noc.edu)>; Lisa McGaw <[Lisa.Mcgaw@noc.edu](mailto:Lisa.Mcgaw@noc.edu)>; LISA NORDQUIST (OSU) <[lisa.nordquist@okstate.edu](mailto:lisa.nordquist@okstate.edu)>; Starla Reed <[starla.reed@noc.edu](mailto:starla.reed@noc.edu)>; ROBIN RUYLE <[ROBIN.RUYLE@noc.edu](mailto:ROBIN.RUYLE@noc.edu)>; Mark Silkey <[Mark.Silkey@noc.edu](mailto:Mark.Silkey@noc.edu)>; Jeff Tate <[Jeff.TATE@noc.edu](mailto:Jeff.TATE@noc.edu)>

**Cc:** Carolyn Johnson <[Carolyn.Johnson@noc.edu](mailto:Carolyn.Johnson@noc.edu)>; Pamela Stinson <[Pamela.Stinson@noc.edu](mailto:Pamela.Stinson@noc.edu)>; Edwin

Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>

**Subject:** RE: Course evaluation tool - respond before 26th

I think that everything looks fine on the survey.

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**From:** Firth, Cassie [mailto:cassie.firth@okstate.edu]

**Sent:** Monday, August 22, 2016 8:52 AM

**To:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>; Matthew K. Bolz <Matthew.Bolz@noc.edu>; Dee A. Cooper <Dee.Cooper@noc.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Lisa McGaw

<Lisa.Mcgaw@noc.edu>; CATHY MOORE <CATHY.MOORE@noc.edu>; LISA NORDQUIST (OSU)

<lisa.nordquist@okstate.edu>; Starla Reed <starla.reed@noc.edu>; ROBIN RUYLE

<ROBIN.RUYLE@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>; Jeff Tate <Jeff.TATE@noc.edu>

**Cc:** Carolyn Johnson <Carolyn.Johnson@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>

**Subject:** RE: Course evaluation tool - respond before 26th

I think everything looks fine.

*Cassie Firth*

*NOC/OSU Gateway - Stillwater*

*Mathematics Division Chair/Instructor*

*(405)744-2228*

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**From:** Darrell Frost

**Sent:** Monday, August 22, 2016 8:54 AM

**To:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>

**Subject:** RE: Course evaluation tool - respond before 26th

Kathleen,  
Everything looks fine to me.  
Darrell

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**From:** Carolyn Johnson

**Sent:** Monday, August 22, 2016 8:56 AM

**To:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>; Matthew K. Bolz <Matthew.Bolz@noc.edu>; Dee A. Cooper <Dee.Cooper@noc.edu>; CASSANDRA FIRTH (OSU) <cassie.firth@okstate.edu>; Darrell Frost

<Darrell.Frost@noc.edu>; Lisa McGaw <Lisa.Mcgaw@noc.edu>; CATHY MOORE

<CATHY.MOORE@noc.edu>; LISA NORDQUIST (OSU) <lisa.nordquist@okstate.edu>; Starla Reed

<starla.reed@noc.edu>; ROBIN RUYLE <ROBIN.RUYLE@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>;

Jeff Tate <Jeff.TATE@noc.edu>

**Cc:** Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>

**Subject:** RE: Course evaluation tool - respond before 26th

I like the changes and the feedback we've received. I've slept since last year (or maybe I haven't and that's the problem) and can't remember ... did we ever get a separate set of questions for online courses? If not, I would like to see that be one of our next projects, with the help of the Online Committee.

CBJ



**Cara Beth Johnson**  
Chair, Business Division  
Northern Oklahoma College  
P.O. Box 310  
Tonkawa, OK 74653  
Phone: 580.628.6340  
Fax: 580.628.6209  
[carolyn.johnson@noc.edu](mailto:carolyn.johnson@noc.edu)  
[www.noc.edu](http://www.noc.edu)

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**From:** KATHLEEN Otto

**Sent:** Monday, August 22, 2016 8:58 AM

**To:** Carolyn Johnson <Carolyn.Johnson@noc.edu>; Matthew K. Bolz <Matthew.Bolz@noc.edu>; Dee A. Cooper <Dee.Cooper@noc.edu>; CASSANDRA FIRTH (OSU) <cassie.firth@okstate.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Lisa McGaw <Lisa.Mcgaw@noc.edu>; CATHY MOORE <CATHY.MOORE@noc.edu>; LISA NORDQUIST (OSU) <lisa.nordquist@okstate.edu>; Starla Reed <starla.reed@noc.edu>; ROBIN RUYLE <ROBIN.RUYLE@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>; Jeff Tate <Jeff.TATE@noc.edu>

**Cc:** Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>

**Subject:** RE: Course evaluation tool - respond before 26th

We have not and we can put that on our agenda for the next meeting.

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**From:** Lisa McGaw

**Sent:** Monday, August 22, 2016 9:04 AM

**To:** Carolyn Johnson <Carolyn.Johnson@noc.edu>

**Cc:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>; Matthew K. Bolz <Matthew.Bolz@noc.edu>; Dee A. Cooper <Dee.Cooper@noc.edu>; CASSANDRA FIRTH (OSU) <cassie.firth@okstate.edu>; Darrell Frost <Darrell.Frost@noc.edu>; CATHY MOORE <CATHY.MOORE@noc.edu>; LISA NORDQUIST (OSU) <lisa.nordquist@okstate.edu>; Starla Reed <starla.reed@noc.edu>; ROBIN RUYLE <ROBIN.RUYLE@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>; Jeff Tate <Jeff.TATE@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>

**Subject:** Re: Course evaluation tool - respond before 26th

Good Monday morning!

This tool is look really good —just a few possible changes —

2.3 and 2.14 — the use of the phrase “in time to benefit me” — in 2.3 discussing feedback — maybe something like in a timely manner —

In 2.14 in regards to answering emails — maybe give a specific time frame? Like within 72 hours — the use of “in time to benefit me” might mean a response after midnight — most of us probably respond in less than 24 hours during the weekdays but I can see that some of our students would like answers to questions immediately —no matter the time of day. There are some who do not regularly check school email over the weekend so that is why I suggest 72 hours.

2.9 — “reading assignments” — could this be a bit more generic to say “outside of class assignments” or “homework assignments” or something like that? Some courses do not have many required “reading assignments”.

Thank you,

Lisa



Lisa McGaw  
Chemistry Faculty  
Division of Ag, Science & Engineering  
Northern Oklahoma College  
P.O. Box 310  
Tonkawa, OK 74653  
Phone: 580.628.6478  
Fax: 580.628.6209  
[lisa.mcgaw@noc.edu](mailto:lisa.mcgaw@noc.edu)  
[www.noc.edu](http://www.noc.edu)

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**From:** Nordquist, Lisa [mailto:[lisa.nordquist@okstate.edu](mailto:lisa.nordquist@okstate.edu)]

**Sent:** Monday, August 22, 2016 10:26 AM

**To:** Lisa McGaw <[Lisa.Mcgaw@noc.edu](mailto:Lisa.Mcgaw@noc.edu)>; Carolyn Johnson <[Carolyn.Johnson@noc.edu](mailto:Carolyn.Johnson@noc.edu)>

**Cc:** KATHLEEN Otto <[KATHLEEN.Otto@noc.edu](mailto:KATHLEEN.Otto@noc.edu)>; Matthew K. Bolz <[Matthew.Bolz@noc.edu](mailto:Matthew.Bolz@noc.edu)>; Dee A. Cooper <[Dee.Cooper@noc.edu](mailto:Dee.Cooper@noc.edu)>; CASSANDRA FIRTH (OSU) <[cassie.firth@okstate.edu](mailto:cassie.firth@okstate.edu)>; Darrell Frost <[Darrell.Frost@noc.edu](mailto:Darrell.Frost@noc.edu)>; CATHY MOORE <[CATHY.MOORE@noc.edu](mailto:CATHY.MOORE@noc.edu)>; Starla Reed <[starla.reed@noc.edu](mailto:starla.reed@noc.edu)>; ROBIN RUYLE <[ROBIN.RUYLE@noc.edu](mailto:ROBIN.RUYLE@noc.edu)>; Mark Silkey <[Mark.Silkey@noc.edu](mailto:Mark.Silkey@noc.edu)>; Jeff Tate <[Jeff.TATE@noc.edu](mailto:Jeff.TATE@noc.edu)>; Pamela Stinson <[Pamela.Stinson@noc.edu](mailto:Pamela.Stinson@noc.edu)>; Edwin Vineyard <[Edwin.Vineyard@noc.edu](mailto:Edwin.Vineyard@noc.edu)>; Shannon Cunningham <[Shannon.Cunningham@noc.edu](mailto:Shannon.Cunningham@noc.edu)>; Rick Edgington <[Rick.Edgington@noc.edu](mailto:Rick.Edgington@noc.edu)>

**Subject:** Re: Course evaluation tool - respond before 26th

I like them as they are. I understand the rationale behind stating a specif time period for e-mail responses; however, there are times in which 72 hours still is not applicable- i.e. fall break,

spring break, and other holidays. I don't think it is possible to have the perfect scenario, so I think we have to look at the most reasonable.

Lisa Nordquist  
Reading Specialist  
Division of Language Arts  
Northern Oklahoma College/Oklahoma State University Gateway Program  
1118 West Hall of Fame  
P.O.Box 1869  
Stillwater, Ok 74076  
Phone: 405-744-2251  
Fax: 405-744-2227

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**From:** Dee A. Cooper  
**Sent:** Monday, August 22, 2016 10:27 AM  
**To:** Lisa McGaw <Lisa.Mcgaw@noc.edu>; Carolyn Johnson <Carolyn.Johnson@noc.edu>  
**Cc:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>; Matthew K. Bolz <Matthew.Bolz@noc.edu>; CASSANDRA FIRTH (OSU) <cassie.firth@okstate.edu>; Darrell Frost <Darrell.Frost@noc.edu>; CATHY MOORE <CATHY.MOORE@noc.edu>; LISA NORDQUIST (OSU) <lisa.nordquist@okstate.edu>; Starla Reed <starla.reed@noc.edu>; ROBIN RUYLE <ROBIN.RUYLE@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>; Jeff Tate <Jeff.TATE@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>  
**Subject:** RE: Course evaluation tool - respond before 26th

Good suggestions Lisa. I agree.  
Dee

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**From:** Starla Reed  
**Sent:** Monday, August 22, 2016 11:14 AM  
**To:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>  
**Subject:** Re: Course evaluation tool - respond before 26th

Kathleen,  
The survey looks good to me.  
Starla

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**From:** Matthew K. Bolz  
**Sent:** Monday, August 22, 2016 12:06 PM  
**To:** LISA NORDQUIST (OSU) <lisa.nordquist@okstate.edu>; Lisa McGaw <Lisa.Mcgaw@noc.edu>; Carolyn Johnson <Carolyn.Johnson@noc.edu>  
**Cc:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>; Dee A. Cooper <Dee.Cooper@noc.edu>; CASSANDRA FIRTH (OSU) <cassie.firth@okstate.edu>; Darrell Frost <Darrell.Frost@noc.edu>; CATHY MOORE <CATHY.MOORE@noc.edu>; Starla Reed <starla.reed@noc.edu>; ROBIN RUYLE <ROBIN.RUYLE@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>; Jeff Tate <Jeff.TATE@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin Vineyard <Edwin.Vineyard@noc.edu>; Shannon

Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>  
**Subject:** RE: Course evaluation tool - respond before 26th

I agree that 72 hours may not be reasonable in some cases, but I also agree that students may get hung up on the “benefit me” part of the phrase. I like using “timely manner” or “within an appropriate (or reasonable) amount of time.”

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**From:** ROBIN RUYLE

**Sent:** Monday, August 22, 2016 12:22 PM

**To:** Lisa McGaw <Lisa.Mcgaw@noc.edu>; Carolyn Johnson <Carolyn.Johnson@noc.edu>

**Cc:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>; Matthew K. Bolz <Matthew.Bolz@noc.edu>; Dee A. Cooper <Dee.Cooper@noc.edu>; CASSANDRA FIRTH (OSU) <cassie.firth@okstate.edu>; Darrell Frost <Darrell.Frost@noc.edu>; CATHY MOORE <CATHY.MOORE@noc.edu>; LISA NORDQUIST (OSU) <lisa.nordquist@okstate.edu>; Starla Reed <starla.reed@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>; Jeff Tate <Jeff.TATE@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>

**Subject:** RE: Course evaluation tool - respond before 26th

I like the evaluation.

As far as proposed changes, I think anytime you have vague wording, there will be questions about what it means. “In time to benefit me”, “in a timely manner”, etc. are vague and require a judgement call by the person doing the evaluation. I wish we could put specific time limits to eliminate the vagueness, but I think we discussed this in the meetings and didn’t feel that we could put a specific time on it, so either of these wordings is fine with me.

On 2.9, maybe we could put just assignments. That would include speeches, papers, readings, and homework.

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**From:** Jeff Tate

**Sent:** Monday, August 22, 2016 4:02 PM

**To:** KATHLEEN Otto <KATHLEEN.Otto@noc.edu>

**Subject:** RE: Course evaluation tool - respond before 26th

I think the doc is fine as it is. I also think the proposed change is good.



**Jeff Tate, Ph.D.**

English Instructor  
Northern Oklahoma College  
110 S. University Dr.  
PO Box 2300  
Enid, OK 73702  
Phone: 580.548.2248  
Fax: 580.548.2222

[jeff.tate@noc.edu](mailto:jeff.tate@noc.edu)  
[www.noc.edu](http://www.noc.edu)

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## Move to change question 2.9

**From:** KATHLEEN Otto

**Sent:** Monday, August 22, 2016 1:40 PM

**To:** Matthew K. Bolz <Matthew.Bolz@noc.edu>; Dee A. Cooper <Dee.Cooper@noc.edu>; 'Firth, Cassie' <cassie.firth@okstate.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Lisa McGaw <Lisa.Mcgaw@noc.edu>; CATHY MOORE <CATHY.MOORE@noc.edu>; 'Nordquist, Lisa' <lisa.nordquist@okstate.edu>; Starla Reed <starla.reed@noc.edu>; ROBIN RUYLE <ROBIN.RUYLE@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>; Jeff Tate <Jeff.TATE@noc.edu>

**Cc:** Carolyn Johnson <Carolyn.Johnson@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick Edgington <Rick.Edgington@noc.edu>

**Subject:** Course evaluation tool - VOTE before 26th

After reading your responses I would like your vote on changing 2.9

From:

The course materials, in-class instruction, and reading assignment help prepare me for exams.

To:

The course materials, in-class instruction, and assignments help prepare me for exams.

You can vote using the message at the top, "This message includes voting buttons. [Click here to vote.](#)"

## Responses

Dee Cooper – approved

Cassie Firth – approved

Robin Ruyle – approved

Carolyn Johnson – approved

Lisa McGaw – approved

Darrell Frost – approved

Matthew Bolz – approved

Jeff Tate – approved

Cathy Moore – approved

Mark Silkey – approved

Lisa Nordquist – approved

Starla Reed – no response

Question changed.

**From:** KATHLEEN Otto

**Sent:** Thursday, September 01, 2016 11:12 AM

**To:** Matthew K. Bolz <Matthew.Bolz@noc.edu>; Dee A. Cooper <Dee.Cooper@noc.edu>; 'Firth, Cassie' <cassie.firth@okstate.edu>; Darrell Frost <Darrell.Frost@noc.edu>; Lisa McGaw <Lisa.Mcgaw@noc.edu>; CATHY MOORE <CATHY.MOORE@noc.edu>; 'Nordquist, Lisa'

<lisa.nordquist@okstate.edu>; Starla Reed <starla.reed@noc.edu>; ROBIN RUYLE  
<ROBIN.RUYLE@noc.edu>; Mark Silkey <Mark.Silkey@noc.edu>; Jeff Tate <Jeff.TATE@noc.edu>  
**Cc:** Carolyn Johnson <Carolyn.Johnson@noc.edu>; Pamela Stinson <Pamela.Stinson@noc.edu>; Edwin  
Vineyard <Edwin.Vineyard@noc.edu>; Shannon Cunningham <Shannon.Cunningham@noc.edu>; Rick  
Edgington <Rick.Edgington@noc.edu>  
**Subject:** Course evaluation tool - results on discussion

Committee,

The count for the vote on question 2.9 was 11 'yes' to 1 not responding. The questions will be changed to

- The course materials, in-class instruction, and assignments help prepare me for exams.

As for the questions that refer to "in time to benefit me", we will discuss them at our next meeting as a group.