Members present: Scott Byington, Maryann Aucompaugh, Constance Boahn, Seth Buchanan, Amy Gustavson, David Hartman, Sarah Hoffarth, Susan Johnson, Robin Kohanowich, Denise Martin, Heather McCracken, Kaan Ozmeral, Kevin Pearson, Morgan Steele, Nick Testa, Amber Thomas, Sandra Thompson.

Scott Byington opened the meeting by thanking everyone for coming. Two main concerns how are we assessing and how to cluster the programs

- Pilot target date: Summer 2016
- Assessment instrument: Holland Code
- Population: NSO

There was an open forum on coming up with a way of directing students – giving them pathways in hopes that they can move into a program of study early showing:

- Programs offered
- Cost
- How long it will take them to complete

Deadline of April 1st

Scott showed a few slides from other community colleges who have clustered their programs together. A brain storming session was conformed to see if we could cluster our programs. Some of the suggestions:
- Having pictures of programs on main screen
- We have 38 associate programs
- Use block pictures – group programs
- We need to look at our programs and come up with coding groups.
- Have focus groups and work with students to gain feedback
- Suggestion was made to split between team – have a meeting just for this
- Is there a way to ask students a question after clicking on a specific program to know where to proceed to next
- Cluster programs under cluster (show break down completion times 6mth, 2 years, etc)
- Selector box and a compare box
- Suggested to offer less information on screens (only have basic: cost and length of time)
- Compare certificate/diploma/degree
- How would we show our programs and how would students pick one
- Combine curriculum and con-ed programs together on website. (easier for students)
- Comment was made that we can't measure the website, however we can counsel the students better with the Holland code.

Holland Code: A Career assessment tool (will allow students a choice in program selections)
Morgan has met with Mary and has a copy of the current 2-page questionnaire assessment tool that she uses.
- Question is there a license/fee to use
- Implement @ orientation and compare
- Give assessment to students that have not registered
- Question came up could Jamie/admissions use the current form that Mary has in career center
- Sarah was asked the question: the % of students who come to NSO have registered
- Assess students coming in for NSO to see what there interest are.
- Group agreed to use paper copies for summer roll-out
- Question was asked can we use students who just started in January

- Reach out to advisors of students who started in spring semester. Sarah and Seth mentioned for new students we can use their ACA class as there is a class assignment in which a screen shot can be used to collect the data needed.
- Pitt community college currently using assessment tool

Other discussion

- End of next month team will present at Presidents' Council
- Amy informed the group that we will present to SACS team October 24, 2017
- We will complete paper copies for summer
- Code programs – Holland test
- Record results

Action items:
- Morgan will scan and send out a paper version of the current assessment for everyone to review
- How will we measure
- How will we advise students after taking test
- Question was asked how will we house our information (scan, enter in, etc)
- Instructions for staff after assessments have been completed for advising.

Next meeting March 31st
Meeting adjourned at 3:15pm.