

## Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	February 26, 2010	Starting Time	11:00 p.m.	Ending Time	12:30 p.m.
Location	Library 113			Recorder	Betsy Wingert
Members Present	Kara Larkan-Skinner, Jerry Moller, Susan Burgoon, Jill Gibson, Toni Gray, Deborah Harding, Denise Hirsch, Judy Isbell, Aimee Martin, John Robertson, Mark Rowh, Joan Urban, Richard Whitaker				
Guests					
Absent	Danita McAnally, Delton Moore				

Topics	Discussion, Information Presenter: Kara Larkan-Skinner	Action to be Taken, Decision, Recommendation, Timeline
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>A couple of mistakes were corrected.</li> </ul>	<ul style="list-style-type: none"> <li>Motion to approve – Jill Gibson</li> <li>Second – Aimee Martin</li> </ul>
<b>Assessment Matters</b>	<ul style="list-style-type: none"> <li>What Worked Well <ul style="list-style-type: none"> <li>Faculty response was positive especially excited about the Writer's Corner</li> <li>Handout from Kara Larkan-Skinner</li> </ul> </li> <li>Gail Malone presentation March 26 on Communication and how to write clear instructions. <ul style="list-style-type: none"> <li>Presentation from 11 am to 1 pm.</li> <li>No lunch provided but encouraged to brown bag it</li> <li>The presentation should be videotaped for those who will not be able to attend.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Campus wide Writing Lab to open Fall 2010</li> <li>Focus on Communication, next year should focus on Math</li> <li>Should be virtually mandatory once a year – one for each of the 4 competencies</li> </ul>

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<b>General Education Competency Committee</b>	<b>Reports from Committee Members – Final reports are due May 1</b> <ul style="list-style-type: none"> <li>• Critical Thinking <ul style="list-style-type: none"> <li>▪ Met in January</li> <li>▪ Still working on some artifacts</li> <li>▪ Recommend that faculty tell students that using SpellCheck is good but they still need to proofread.</li> </ul> </li> <li>• Communication <ul style="list-style-type: none"> <li>▪ Finished half of artifacts</li> <li>▪ Instructions so far are good.</li> </ul> </li> <li>• Math <ul style="list-style-type: none"> <li>▪ Need some more work</li> <li>▪ Evaluation and Prediction (5 point problems) are lacking</li> </ul> </li> <li>• Technology Literacy <ul style="list-style-type: none"> <li>▪ The rubrics are working</li> <li>▪ Waiting on one more person to finish evaluating their assignments.</li> </ul> </li> </ul>	
<b>CCSSE</b>	<b>CCSSE</b> <ul style="list-style-type: none"> <li>• We have received the file with the randomly selected courses</li> <li>• Faculty have been notified if their course has been selected</li> <li>• Surveys will be administered in March and April</li> </ul>	

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<b>PETS</b>	<b>Reminder</b> <ul style="list-style-type: none"> <li>New ones are due at the end of Spring</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>March 26, 2010; 10:00 am-11:00 am; Library 113</li> </ul>	<ul style="list-style-type: none"> <li>Note the time change of the meeting because of the presentation by Gail Malone at 11:00 am</li> </ul>