

Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	April 28, 2011	Starting Time	3:00 p.m.	Ending Time	4:30 p.m.
Location	Library 113			Recorder	Jessica Smith
Members Present	Danita McAnally, Kara Larkan-Skinner, Kristin McDonald-Willey, Jessica Smith, Aimee Martin, Carol Summers, Mike Kopenits, Deborah Harding, Shawn Fouts, Richard Whitaker, Toni Gray, Denise Hirsch, John Robertson, Mark Rowh				
Guests					
Absent	Russell Lowery-Hart, Frank Sobey, Lynae Jacob				

Topics	Discussion, Information Presenter: Danita McAnally	Action to be Taken, Decision, Recommendation, Timeline
I. Approval of Minutes	<ul style="list-style-type: none"> Approved by acclamation 	
II. Introduction of Kristin McDonald-Willey		
III. Assessment Committee Proposed Changes	<p>Danita discussed proposed changes to committees and definitions,</p> <ul style="list-style-type: none"> Recommendations for membership changes Recommendations for each committee chair and membership discussed Changes due to Jennifer Bartlett leaving- Monique Dupuis will replace Jennifer for Empirical and Quantitative Skills Info will be posted on website Replace Jana Rice b/c she is not at AC any more Need new 2013-14 person Consensus is that the changes are ok 	<ul style="list-style-type: none"> Make sure that wording is consistent and all phrasings are the same Last sentence is missing parentheses before "Note" Monique Dupuis recommended for Instructional Assessment Committee and General Ed Committee for 2013 – 2014 Move forward with proposed changes Bring back recommendations of people that were interested in serving but passed over for some reason
IV. Communication Skills Rubric	<ul style="list-style-type: none"> Trying to get consistent files with rubrics all in one place for posting on the Web 	<ul style="list-style-type: none"> Proofread rubric; extra commas need to be removed

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	<ul style="list-style-type: none"> Sample sizes will be impacted and how we pull numbers when restricting to certain degree types No changes in point value, detail descript, and simple explanation, or the rubric itself 	<ul style="list-style-type: none"> Pull Sarah's and Danita's handwritten notes on changes to assure changes are accurate Rubrics will be approved at end of meeting Change "average" to "competent" Take out "a majority of" on all points "an artifact scoring of five demonstrates" Be consistent in underlining and italicizing Want bullets
V. Critical Thinking Skills Rubric	<ul style="list-style-type: none"> Need to write/address instructions 	<ul style="list-style-type: none"> Change "average" to "competent" Take out "a majority of" on all points "an artifact scoring of five demonstrates" Be consistent in underlining and italicizing Want bullets Add creativity and innovation Get information at next meeting to be clear so instructor can tell if it's critical thinking Change "offers biased" to "non-innovative"
VI. Emperical and Quantitative Skills Rubric	<ul style="list-style-type: none"> Have mathematics operational definition, but rephrased so that everything is parallel Find operational definition that demonstrates Have copy of whole mathematical operational definition Page 6 has rubric Value rubric for quantitative literacy value 	<ul style="list-style-type: none"> Nursing member will move over to where she feels comfortable Change wording for consistency Define the rubric Should say "graded" Work on addressing four issues provided to define rubric
VII. Teamwork Rubric	<ul style="list-style-type: none"> Competency statement Might be able to take value rubric and split out; look at front page and expand to five point 	<ul style="list-style-type: none"> Change "average" to "competent" Fill in operational definition, rubric and assignment Should include in person, virtual, or hybrid
VIII. Other	<ul style="list-style-type: none"> Move to teams and start working Finalize all rubrics in one more meeting Have to figure out how to get it across on critical thinking Ideas on when to meet in May or June, and 	<ul style="list-style-type: none"> Members should send a note with times that they are available to meet between now and June Next meeting will be during the last two weeks of May

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	figure from there if another meeting will be required, perhaps to June <ul style="list-style-type: none"> • Rubrics will be approved at the next meeting 	<ul style="list-style-type: none"> • Meeting will be week of May 23 - 26
IX. Next Meeting	March 17, 2011 3:00 – 4:30 pm Library 113	