

Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	May 25, 2011	Starting Time	2:30 p.m.	Ending Time	4:30 p.m.
Location	Library 113			Recorder	Sarah Davis
Members Present	Danita McAnally, Kristin McDonald-Willey, Aimee Martin, Mike Kopenits, Deborah Harding, Richard Whitaker, Toni Gray, Denise Hirsch, and Lynae Jacob				
Guests					
Absent	Kara Larkan-Skinner, Jessica Smith, Carol Summers, Shawn Fouts, John Robertson, Mark Rowh, Russell Lowery-Hart, and Frank Sobey				

Topics	Discussion, Information Presenter: Danita McAnally	Action to be Taken, Decision, Recommendation, Timeline
I. Approval of Minutes		
II. Required Work During Summer Months	<p>A. Approval of all 4 rubrics</p> <p>B. Pilot each rubric</p> <ol style="list-style-type: none"> 1. Summer courses for Team Member Critique Sheet 2. Inter-rater reliability with the new rubrics 	<p>We are looking at the process in the Teamwork plan. A critique form.</p> <p>Danita explained why there is the need of the critique sheet and/or adding instructor comments. This will be used as the student artifacts. Need this accomplished by the end of the summer.</p>
III. Group Competency Breakouts (If finalized, move to assist another group)	<p>A. <u>Communication Skills Group</u>: Carol Summers and Frank Sobey</p> <ol style="list-style-type: none"> 1. Revise/approve additional of visual communication examples (last sentence in the "Description of Assignments (Artifacts of Student Work)" section 2. Review the "Definitions of Concepts" and "Communication Skills Rubric" to verify that oral and visual communication are effectively addressed (e.g. The "Focus" definition does not address anything other 	<p>Reviewed the differences being changed in the proposed rubric changes.</p> <p>Assignment changes were pointed out as Media, as some students use 'You Tube' or 'cell phone, texting, then challenging the students to compare British media to the American media, doing this with a link.</p> <p>Want to make sure it includes these type changes.</p>

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	<p>than a document's thesis statement).</p> <p>B. Critical Thinking Skills Group: Dr. Deborah Harding and Richard Whitaker</p> <ol style="list-style-type: none"> 1. Revise/review "Definitions of Concepts" and Critical Thinking Rubric" 2. Develop the "Detailed Description" on the rubric for 1-4 point values <p>C. Empirical and Quantitative Skills Group: Aimee Martin, Dr. Michael Kopenits, Denise Hirsch</p> <ol style="list-style-type: none"> 1. Revise/review entire competency sheet 2. Develop the "Detailed Description" on the rubric for 1-4 point values <p>D. Teamwork Group: Dr. Shawn Fouts, Mark Rowh, Toni Gray</p> <ol style="list-style-type: none"> 1. Revise/review entire competency sheet and critique sheet 2. Discuss whether or not critique sheet should just be an artifact option or the required artifact (See "Description of Assignments" section). 3. Develop the "Detailed Description" on the rubric for 1-4 point values 	<p>Kristin and Jessica worked with Dr. Harding on the Critical Thinking Rubric.</p> <p>There may be places where we need to add links to assignments for example. Also, there may be outside projects where students would use their cell phones that would be graded.</p> <p>DEFINITIONS OF CONCEPTS What would work in the past was what was written, but now we use the oral and written results for the rubrics</p> <p>CRITICAL THINKING Danita pointed out the changes that are proposed on the DRAFT copy everyone was reviewing. This is as the Competency Statement as it is in the catalog. During the next year or in the next year it can be tweaked.</p> <p>Live with this for now as Catalogs are changed in the Spring.</p> <p>The Rubric will show the two categories.</p> <p>Changed the description of assignments. On the web site it would be nice to be able to click on an embedded link.</p> <p>On the back side, it was not completed. So they used common words for Critical thinking 'and/or' then Innovative thinking. This is needed for the different areas from Technical classes to Fine Arts area.</p>

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		<p>Convergence would be good for the Math area per Aimee Martin.</p> <p>EMPIRICAL AND QUANTITATIVE THINKING Jessica did this one as she comes from a Math background. Assignments can come from any discipline, as written in the DRAFT. This was read by Danita for the review by the Committee. This one has 5 concepts, then on the back. The hard part is the writing, and the easy part is the editing and that is what we want to do today.</p> <p>TEAMWORK The competency will demonstrate, from handout; Product and Process. Process is what we have to review. Artifacts must demonstrate. Bold area is where we need the committee to critique the rubrics Drafts.</p> <p>The critique sheet is a reflection piece of the student's assignments. The critique sheet may be used to assess in two ways using reflection sheet, as well as a critique sheet. You have to think about the people rating the inner reliability.</p> <p>RICHARD: How many people on a Review Team at the assessment?</p> <p>Danita explained there are 4 or 5 usually on a team.</p>

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		<p>This is what we are working toward; an Assessment Process. What needs to be assessed, and who do you want to do the assessing. Danita said she does not have the answer.</p> <p>Team Member critique sheet, and the definitions/concepts that we want to have assessed.</p> <p>Kristin explained the areas on the critique sheets are up for suggestions.</p> <p>Aimee Martin thanked Kristin and Jessica for their work, as you could tell there was a great deal of work put into drafts.</p> <p>Lynae, Richard, Harding: Teamwork</p> <p>Aimee, Denise, Mike: Quantitative</p>
IV. Rubric Approvals for Completed Rubrics	<ul style="list-style-type: none"> • Discuss committee thoughts (e.g. critique sheet required/option for Teamwork?) • Vote on any committee thoughts • Vote on any finalized rubrics 	<p>After much work the drafts were critiqued and returned to Kristin for changes to be made.</p> <p>Kristin will email the critiques with the changes to the committee.</p>
V. Other	No other business	
VI. If we don't complete all required work today, when will we meet next?		Meet again June 22, 2:30 -4:30 pm.

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VII. Next Meeting		June 22, 2011, 2:30 pm – 4:30 pm