

## Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	October 15, 2010	Starting Time	10:00 a.m.	Ending Time	1:00 pm
Location	Library 207			Recorder	Sarah Davis
Members Present	Dr. Russell Lowery-Hart, Danita McAnally, Kara Larkan-Skinner, Deborah Harding, Aimee Martin, John Robertson, Richard Whitaker, Toni Gray, Denise Hirsch, Michael Kopenits, Shawn Fouts, and Carol Summers				
Guests					
Absent	Lynae Jacob, Mark Rowh, and Frank Sobey				

[illegible]

## Instructional Assessment Sub-Committee Minutes

Topics	Discussion, Information Presenter: Kara Larkan-Skinner	Action to be Taken, Decision, Recommendation, Timeline
<p><b>PETs</b></p> <p><b>Process</b></p>	<p><b>Reports</b> Submitted to date 45% of the PET forms have been submitted</p> <p>PET Training, and the submission process was discussed.</p> <ul style="list-style-type: none"> <li>• Letter: Sent to Department for recommendations</li> <li>• Response Form: After form received would be helpful</li> <li>• Overall Strength: Acknowledgement of credit towards program strengths</li> </ul>	
<p><b>General Education Competency Committee</b></p>	<p><b>Handouts</b> <b>Reports:</b></p> <ul style="list-style-type: none"> <li>• Each Competency's Holistic Number</li> <li>• Communication Competency: Summary of strengths and areas for improvements</li> <li>• Where does this information go next to ensure that improvements are made across the institution in communication?</li> <li>• What will be done to ensure that summary of strengths and areas for improvements are itemized this year for EACH competency?</li> <li>• Other thoughts on General Education Competency Assessments?</li> <li>• Proposed Changes for General Education</li> <li>• Criteria may need to be reviewed or re-assessed to meet the changing requirements</li> </ul>	<p>Submission of these reports was discussed extensively.</p> <ul style="list-style-type: none"> <li>• Only written submissions are used at this time.</li> <li>• Student have to have 30 hours before competency can be submitted</li> <li>• Videos of students are not an option at this time due to legal questions.</li> <li>• These will continue to be discussed and evaluated.</li> <li>• Kara Larkan-Skinner will be visiting with Richard Whitaker and his department for further assessment</li> </ul>

## Instructional Assessment Sub-Committee Minutes

Topics	Discussion, Information Presenter: Kara Larkan-Skinner	Action to be Taken, Decision, Recommendation, Timeline
	<ul style="list-style-type: none"> <li>• Recommend notifying departments that they are getting better</li> <li>• Include Humanities and Social Sciences</li> <li>• 5 Point system may need to be changed for ease of evaluation</li> <li>• Peers that do well could work with other areas that need assistance</li> <li>• Provide feedback</li> </ul>	
<b>Instructional Assessment Audit</b>	<ul style="list-style-type: none"> <li>• Capture Improvements</li> <li>• Discover what is happening that is not reported on PET forms</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback from those that are using the forms as intended</li> <li>• Form is not seen as being used for improvement. Need to present the usefulness of the form and how it can assist the faculty/department.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Discuss meeting times because current time conflicts with Academic Affairs meeting</li> </ul>	
<b>Next Meeting</b>	November 11, 2010 at 11:00 a.m. to 1:00 p.m.	Lunch will be provided by Assessment and Development