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				

Topics	Discussion, Information Presenter: Kara Larkan-Skinner	Action to be Taken, Decision, Recommendation, Timeline
Approval of Minutes	Approved with corrections	 Motion – John Robertson Second – Toni Gray
Welcome to new Members	 Dr. Russell Lowery-Hart Michael Kopenits Shawn Fouts Lynae Jacob Frank Sobey 	Danita McAnally – Welcomed new members
VPAA Comments	 View on assessment Dr. Lowery-Hart expressed the importance of the committee Vital to helping ensure success Committee is used for all decisions and the foundation of effectiveness Restructuring the Core Curriculum THECB Core Objectives 	 A group review, and proposal of a new training for PET forms completion to be Brain Stormed. Kara Larkan-Skinner will be visiting with different departments for suggestions

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PETs Process	 Reports Submitted to date 45% of the PET forms have been submitted PET Training, and the submission process was discussed. Letter: Sent to Department for recommendations Response Form: After form received would be helpful Overall Strength: Acknowledgement of credit towards program strengths 		
General Education Competency Committee	 Handouts Reports: Each Competency's Holistic Number Communication Competency: Summary of strengths and areas for improvements Where does this information go next to ensure that improvements are made across the institution in communication? What will be done to ensure that summary of strengths and areas for improvements are itemized this year for EACH competency? Other thoughts on General Education Competency Assessments? Proposed Changes for General Education Criteria may need to be reviewed or re-assessed to meet the changing requirements 	 Submission of these reports was discussed extensively. Only written submissions are used at this time. Student have to have 30 hours before competency can be submitted Videos of students are not an option at this time due to legal questions. These will continue to be discussed and evaluated. Kara Larkan-Skinner will be visiting with Richard Whitaker and his department for further assessment 	

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	 Recommend notifying departments that they are getting better Include Humanities and Social Sciences 5 Point system may need to be changed for ease of evaluation Peers that do well could work with other areas that need assistance Provide feedback 		
Instructional Assessment Audit	Capture Improvements	 Obtain feedback from those that are using the forms as intended 	
	Discover what is happening that is not reported on PET forms	 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. 	
Other	Discuss meeting times because current time conflicts with Academic Affairs meeting		
Next Meeting	November 11, 2010 at 11:00 a.m. to 1:00 p.m.	Lunch will be provided by Assessment and Development	