Instructional Assessment Sub-Committee
Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	October 23, 2009	Starting Time	11:00 p.m.	Ending Time	12:30 p.m.
Location	Library 113			Recorder	Joy Brenneman
Members Present	Susan Burgoon; Jill Gibson; Toni Gray; Denise Hirsch; Kara Larkan-Skinner; Aimee Martin; Jerry Moller; Delton Moore; John Robertson; Richard Whitaker				
Guests	Dan Ferguson				
Absent	Deborah Harding; Judy Isbell; Danita McAnally; Mark Rowh; Joan Urban				

Topics	Discussion, Information Presenter: Danita McAnally	Action to be Taken, Decision, Recommendation, Timeline
Approval of Minutes	• No discussion	• Motion to approve – John Robertson • Second – Susan Burgoon

General Education Competency Committee	**Communication Committee Suggestions for Improvement – Dan Ferguson**
	• Last year – 98 artifacts reviewed
	  ▪ Findings - poorly written assignment instructions with regard to essays, too vague, need specificity
	  ▪ Suggestions – good writing should be required in all disciplines; professional development should be offered for good writing instructions
	
	Committee Changes – Kara Larkan-Skinner
	• Handed out list of committees
	• Goal is to have co-chairs for each committee
		• Talk to Patsy (CTL); at minimum, tip sheet; ACTS seminar
		• Ask some professors who are good at it to present
		• Find good models to follow
		• Idea – luncheon to educate faculty targeted to submit artifacts and present best practices
		• Teaching these skills could be part of STSU curriculum

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	• Need to have broad representation from all divisions
	
	Response to Fall Appeal for Student Work – Kara Larkan-Skinner
	• Sent massive request out in Fall; received large response
	• Institution is well-represented; still lacking some from ITT Division
	
	Reports from Committee Members
	• **Critical Thinking**
	  ○ Will meet with committee members individually, just getting started
	
	• **Communication**
	  ○ No report
	
	• **Mathematics**
	  ○ Packets are distributed
	  ○ Bobby May very ill in Lubbock hospital, may need to be replaced on committee
	
	• **Technology Literacy**
	  ○ No report	

PETS	**Overall Report**
	• Kara reviewed missing reports
	  ○ Reading – working on it
	  ○ Pharmacy Tech
	  ○ ITT – Automotive, Truck Driving and Diesel
	  ○ Music	

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	○ Theater Arts
	    ○ Wind Energy
	    ○ Criminal Justice
	• About the same as last year's submissions at this same time
	• Quality of PET forms improved this year
	• ITT outcomes are still based on graduates, etc. – Jerry remarked that this is what THECB has required and it's hard to make the shift; improved has been made from last year
	
	Focus of Improvement for PETs?
	• Use of results (53%)
	• Need more specified action based on results
	
	How does committee make reality?
	• Department by department (Need by-in)
	•
		• Kara will talk to Danita about their outcomes vs. outputs
		
		• Suggestion – communication between departments sharing use of results uses/interpretations

Other	• None	
Next Meeting	• November 13, 2009; 11:00-12:30; Library 113	