

Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	November 13, 2009	Starting Time	11:00 p.m.	Ending Time	12:30 p.m.
Location	Library 113			Recorder	Betsy Wingert
Members Present	Denise Hirsch, Kara Larkan-Skinner, Aimee Martin, Jery Moller, John Robertson, Richard Whitaker, Deborah Harding, Judy Isbell, Danita McAnally, Mark Rowh, Joan Urban				
Guests					
Absent	Delton Moore, Susan Burgoon, Melissa Wilson, Jill Gibson, Toni Gray				

Topics	Discussion, Information Presenter: Kara Larkan-Skinner	Action to be Taken, Decision, Recommendation, Timeline
Approval of Minutes	<ul style="list-style-type: none"> • No discussion 	<ul style="list-style-type: none"> • Motion to approve – Jerry Moller • Second – Joan Urban
General Education Competency Committee	<p>Handouts with CCSSE information from Kara Larkan-Skinner</p> <ul style="list-style-type: none"> • The first page Compares AC students to other large colleges (large colleges = 8,000 to 12,000 enrollment) <ul style="list-style-type: none"> ▪ On average AC scores higher than other similar colleges except for writing assignments • The second page compares Amarillo College First Generation students to the entire CCSSE cohort <ul style="list-style-type: none"> ▪ First Generation students are those whose parents do not have a Baccalaureate degree ▪ Again AC scores higher than other colleges except for writing assignments 	<ul style="list-style-type: none"> • Campus wide Writing Lab to open Fall 2010 • Compare AC to specific, comparable schools • Report the CCSSE data to the whole campus • Identify resources to help instructors

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	<p>Recommendation for Professional Development: Improving Written Instructions from Faculty to Students</p> <ul style="list-style-type: none"> • Outside speakers for professional development <ul style="list-style-type: none"> ▪ Gail – South Plains College ▪ Dr. Mel Griffin – math instructor • Faculty Meeting at the beginning of the Spring semester <ul style="list-style-type: none"> ▪ Present CCSSE data ▪ Communicate that this will be first of several meetings ▪ Provide forms for the faculty to input their ideas & recommendations ▪ Make it a climate conducive to sharing information ▪ Writing assignments are important in all areas including technical ▪ Instructions are key so students understand what is expected. • Professional development to generalized in the past – make sure it is relevant to every department and major <p>Reports from Committee Members</p> <ul style="list-style-type: none"> • Critical Thinking <ul style="list-style-type: none"> ○ Not in attendance • Communication <ul style="list-style-type: none"> ○ Working on papers from Nursing ○ Good instructions – could be a model for 	<ul style="list-style-type: none"> • Academic Affairs & Division chairs need to sanction • Faculty Senate should also be on board • Writing requirements to get into courses instead of a reading requirement only • Possibly changing the pre-requisites for courses to included a developmental sequence for writing

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	<p style="text-align: center;">others</p> <ul style="list-style-type: none"> • Mathematics <ul style="list-style-type: none"> ○ One meeting ○ Classify artifacts • Technology Literacy <ul style="list-style-type: none"> ○ Do not meet in person but work from an Excel Spreadsheet 	
PETS	<p>Overall Report</p> <ul style="list-style-type: none"> • Use committee members to help struggling departments with the Use of Results section • Still lacking forms from some departments • Need to have broad representation from all divisions <p>Focus of Improvement for PETS?</p> <ul style="list-style-type: none"> • Use of results (53%) • Need more specified action based on results <p>How does committee make reality?</p> <ul style="list-style-type: none"> • Department by department (Need buy-in) 	<ul style="list-style-type: none"> • Most people welcome assistance • Give list of departments who have not completed the PET form to committee members and Jerry Moller for action

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Other	<ul style="list-style-type: none">• None	
Next Meeting	<ul style="list-style-type: none">• January 22, 2010; 11:00-12:30; Library 113	