

Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	02/23/2012	Starting Time	2:30p	Ending Time	4:45p
Location	Library 113			Recorder	Jeremy Mares
Members Present	Kristin McDonald-Willey, Jeremy Mares, Mark Rowh, Michael Kopenits, Carol Summers, John Robertson, Monique Dupuis, Deborah Harding				
Guests					
Absent	Frank Sobey, Richard Whitaker, Russell Lowery-Hart, Aimee Martin, Kara Larkan-Skinner, Lynae Jacob, Danita McAnally, Shawn Fouts, Denise Hirsch				

Topics	Discussion, Information Presenter:	Action to be Taken, Decision, Recommendation, Timeline
I. Approval of Nov 28, 2011 Minutes	<p>Kristin asks all to read over the previous minutes</p> <p>John motions to approve. Monique seconds.</p>	
II. Update on Rubrics	<p>Kristin leads discussion:</p> <ul style="list-style-type: none"> • Russell has been in discussion with LEAP members. Members of the LEAP board have asked AC if we want to pilot their rubrics. There is possible grant money involved if we adopt and use the rubrics, but we don't know all of the fine points yet. • Teamwork rubric is put on hold; however, we are in the process of evaluating the other artifacts that have been gathered with the rubrics we have already created. <p>Power Point presentation:</p> <ul style="list-style-type: none"> • PET evaluation needs faculty input; that is why the Instructional Assessment Committee is now charged with reading and evaluating submitted PET forms. • Right now PET forms are being evaluated from the past year, but we will soon begin next year's 	<p>Working on rubrics is on hold until word is received from Russell and Danita on which direction AC will head in rubric adoption.</p>

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	<p>PET process. We will give departments a chance to respond to the previous year before next year's process begins.</p> <ul style="list-style-type: none"> • The plan is that at least two members will review each PET form. For today, we will just review as many as we have time to do today (get our feet wet) and I will review the rest. • Mission statements don't have to be very lengthy; the mission statement can actually be short as long as it aligns with the mission. • At least one goal must be aligned with the strategic plan—it doesn't, however, have to be a word for word copy of the strategic plan. • To be a direct outcome the outcome must be a consequence of something YOUR DEPT has done to cause a change in the knowledge, skills, expertise, attitude, or behavior of the student/client. • For results, we want historical data that will aid in the result analysis. 2 to 3 years-worth of data is usually sufficient. When applicable, we request both numbers and percentages. • Make sure that everything connects. Just make sure that you quantitative or qualitative data can prove/back up your outcome. • Not all outcomes are required to have an action plan because there may be some times where an area does need to first collect a few years' worth of data, but we do request at least one solid action plan. • A response form will be sent to the departments/programs so that they are allowed time to respond and provide any needed corrections. 	

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	<p><u>QUESTION:</u> Mark – Haven't all the PET forms been put into one larger form?</p> <p>Kristin – Yes; I had to compile the information for the Dean's Council and SACS. The PET forms' compiled information can be found on the AC website: http://www.actx.edu/iea/index.php?module=article&id=8</p>	
<p>III. Evaluating Instructional PET Forms: (Group Assignments)</p>	<p>Evaluate as you see fit (read together or take turns). You can do whatever works for you.</p> <p>Each group will work on their respective PET forms and Kristin will field individual questions as they arise.</p> <p>NOTE: Some departments are newly formed with the college's recent divisional changes, so some PET forms may have all new goals and not yet have any results.</p>	<p>Deborah & Mark: Access Learning center - CIS</p> <p>Carol & Monique: Continuing Education/workforce training – Fitness and life sciences</p> <p>Michael & John: Graphic Design-Medical Data Specialist</p> <p>Kristin & Jeremy: The rest of the alphabet</p>
<p>IV. Next meeting March 22, 2012 @ 2:30p</p>		