

## Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	11/30/12	Starting Time	9 AM	Ending Time	10:50 AM
Location	Library 416			Recorder	
Members Present	Monique Dupuis, Lynae Jacob, Michael Kopenits, Cara Crowley, Becky Burton, Russell Lowery-Hart, and Kristin McDonald-Willey				
Guests	None				
Absent	Danita McAnally, Kara Larkan-Skinner, Deborah Harding, Donald Abel, Carol Summers, and Casey McGee				

Topics	Discussion, Information Presenter:	Action to be Taken, Decision, Recommendation, Timeline
<b>I. Plan of Action</b>	<p>Kristin – Discussion topics:</p> <ul style="list-style-type: none"> <li>• Committee's new role in evaluating PET Forms <ul style="list-style-type: none"> <li>○ At least 2 members of the Instructional Assessment Committee will review and evaluate each PET form using a PET response form.</li> </ul> </li> <li>• Requirements of a PET Form <ul style="list-style-type: none"> <li>○ Purpose Statement</li> <li>○ Strategic Plan Link</li> <li>○ No Excuses Link</li> <li>○ Direct Outcome Link</li> <li>○ Results</li> <li>○ Analysis</li> <li>○ Improvement</li> <li>○ Action Plan</li> </ul> </li> <li>• Overview of materials that should assist committee <ul style="list-style-type: none"> <li>○ A-E Method Handout</li> <li>○ Instructional Direct Outcome Samples</li> <li>○ Response Form</li> </ul> </li> </ul>	
<b>II. Evaluation of PET Forms</b>	<ul style="list-style-type: none"> <li>• Committee members divided into groups of two, each person moved beside their partner, and each member used their login to access the P drive on their computer.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Group 2 and Group 4</b> – No action required unless the Assessment's Coordinator follows up with requests regarding the response forms.</li> <li>• <b>Group 5</b> – Monique and Cara plan to schedule another meeting time to complete their group's remaining PET form evaluations.</li> </ul>

## Instructional Assessment Sub-Committee Minutes

Topics	Discussion, Information Presenter:	Action to be Taken, Decision, Recommendation, Timeline
<p><b>II. Evaluation of PET Forms Continued...</b></p>	<ul style="list-style-type: none"> <li>• Once all committee members accessed the P drive they opened an Instructional folder in order to view folders that contained evenly divided PET form groupings (all submitted instructional PET forms were divided into 5 different groups so that each committee member group would evaluate 8-9 total PET Forms using the PET Response Form).</li> <li>• Next, <u>each committee member group comprised of present attendees</u> chose to evaluate a group that did not contain PET forms for which they were directly responsible.               <ul style="list-style-type: none"> <li>○ Russell and Michael – Evaluate Group 4*</li> <li>○ Cara and Monique – Evaluate Group 5*</li> <li>○ Becky and Lynae – Evaluate Group 2*</li> </ul> <p style="margin-left: 40px;">*The information regarding which PET forms were evaluated by each group will remain confidential to everyone with the exception of the Assessments Coordinator and SACSCOC.</p> </li> <li>• <u>Committee members who were not present</u> and have previously submitted a PET form* were likewise assigned an artifact group with the Assessment’s Coordinator identified as their partner.               <ul style="list-style-type: none"> <li>○ Deborah and Kristin – Group 1*</li> <li>○ Carol and Kristin – Group 3*</li> </ul> <p style="margin-left: 40px;">*The information regarding which PET forms were evaluated by each group will remain confidential to everyone with the exception of the Assessments Coordinator and SACSCOC. Don Abel and Kasey McGee will not be asked to evaluate PET forms this year because they were unable to attend the training meetings. Danita McAnally and Kara Larkan-Skinner will likewise not be asked to evaluate a PET form because they are ex-officio members and all of the PET forms can be evaluated without their assistance, while still fulfilling the PET form methodology for the 2012-2013 year.</p> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Group 1-</b> Deborah and Kristin plan to meet on 12/4/12 from 2-4 PM to complete their PET form evaluations or to complete as many as can be completed in a 2 hour period. A follow-up meeting will be scheduled if it’s needed.</li> <li>• <b>Group 3-</b> Carol and Kristin tentatively plan to meet for a few hours on either the 5<sup>th</sup> or 6<sup>th</sup> to evaluate their group’s PET forms. A follow-up meeting will be scheduled if it’s needed.</li> <li>• <b>Kristin (Assessments Coordinator)</b> will review each group’s PET form responses and some forms will be spot checked for accuracy to ensure that there was no confusion in the instructions given and/or materials provided. If questions arise, Kristin will check with the faculty who initially evaluated the form. Otherwise, all completed response forms and the originally submitted PET forms will be returned to faculty by <b>early spring 2013</b>. Faculty who submitted a form will be asked to make corrections to their PET form via the response form or their PET Word document or will be asked to give their final stamp of approval on their PET form. All faculty who have not yet submitted a form will be sent a final reminder in <b>early spring 2013</b>.</li> </ul>

## Instructional Assessment Sub-Committee Minutes

Topics	Discussion, Information Presenter:	Action to be Taken, Decision, Recommendation, Timeline
<b>II. Evaluation of PET Forms Continued...</b>	<ul style="list-style-type: none"> <li>• All present committee members then evaluated PET forms for the remainder of the meeting time. The Assessment's Coordinator was available for questions on an as-needed basis.</li> <li>• Committee groups who were unable to complete the PET form evaluation process scheduled a future meeting time to complete the evaluation of their group's PET forms before or immediately following the Christmas break.</li> </ul>	
<b>III. Next Meeting</b>	<p>TO BE DETERMINED. When forms that were initially lacking essential requirements are resubmitted by the faculty responsible for that form, the committee may wish to meet again as a large group or to schedule and hold individual meeting with their group partner to re-evaluate the appropriate form/s. Also, as assessment needs arise, this group will meet as on an as-needed basis.</p>	