

Instructional Assessment Committee
SPECIAL MEETING (All deans, coordinators/dept. chairs, invited)
Minutes

Committee/Meeting Name	Instructional Assessment Committee				
Date	4/4/2014	Starting Time	8 AM	Ending Time	9:30 AM
Location	LIB 207 – The Forum			Recorder	Kristin
Members Present	Brandon Moore, Mark Rowh, Dana Scott, Dan Ferguson, Kelly Jones, Ed Nolte, Kim Hays, Becky Burton, Gay Mills, Craig Clifton, Monique Dupuis, Joy Brennehan (on behalf of Russell Lowery-Hart), Kristin Edford, Victoria Taylor-Gore, Doug Adcock, Sheree Talkington, Ann Hamblin, Steven Beckham, Emery Shier, Bruce Moseley, Mary Clare Munger, and Steve Weber, Kristin McDonald-Willey (McW)				

Topics	Discussion, Information Presenter:	Action to be Taken, Decision, Recommendation, Timeline
Steps that Led to New Review Process	<p>Kristin McW</p> <ul style="list-style-type: none"> Briefly discussed the history of the new review process (i.e. early August 2013 began to discuss how to shorten and increase the importance placed on the program review; President’s Cabinet then combined the review process in August 20th meeting; met with instructional committee to discuss draft on 11/1/13 and instructional committee had many concerns. Briefly addressed responses to some of the committee’s questions that were received from Russell Lowery-Hart in 11/20/13 meeting. In summary, faculty need to decide for themselves what benchmarks/targets they would like based on past performance or available data, we also need to look at AtD indicators at least once every other year, but we can make the whole process as simplistic as possible. 	
Presentation	<p>Kristin McW</p> <ul style="list-style-type: none"> Kristin asked if she could run through presentation to ensure she had enough time and said that there would be ample time for discussion/questions at the end History – The presentation highlighted the old steps that AC used to take to prove institutional effectiveness (PET form and very long program review) SACSCOC – Kristin discussed what we must do for SACSCOC or THECB in the presentation Review Run Through – Kristin ran through the new review questions (the review was modified after meeting with Russell Lowery-Hart to more closely align with the non-instructional format) and showed those in attendance 	

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Presentation Continued...	samples of how a person could potentially answer each questions and receive help (links, additional information provided, etc.) with each question	
Concerns Voiced	<ul style="list-style-type: none"> • Steve Weber – Asked how assistance could be provided and Dan Ferguson said that he would be happy to assist Steve with some of his issues • Dr. Hays and a Few Other Chairs –Dr. Hays and others had concerns about how the form would REALLY be used to initiate change (e.g. exercise in futility where leadership don't take needs seriously? Will anyone really read this? Will faculty have the support they need? Do we really need all of this for accreditation?) As a response, Kristin McW attempted to assure those present that President's Cabinet actually asked for this so it should be taken seriously, that it will be reviewed, that trainings will be offered, that with accreditors it's typically better to go on the side of caution, but that more than that we can adjust the wording as needed to make this as meaningful to them as possible. 	<p>In the fall, administration must <u>make sure</u> faculty feel supported.</p> <p>In the spring when the forms are evaluated, the faculty need assurance their efforts were not in vain.</p> <p>We need to capture and market "success stories" so that it proves that beyond self-improvement and beyond accreditation that this form also affect institutional change.</p>
Overall Consensus	When asked if everyone was ultimately okay with this form as a direction to take the college, concerns aside, no one voted "no" and most voiced they felt this form/direction to be an improvement from the past.	
Next Steps	Meet with Instructional Assessment Committee to edit form	Schedule Meeting Soon for semi-final edits