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| Committee/Meeting Name | Instructional Assessment Committee  NOTE: These committee minutes actually reflect the meeting of an ad hoc committee meeting whose purpose was set as a means to support the instructional assessment committee efforts and to serve, for only this year, in the same capacity as that typically served by the Instructional Assessment Committee. These ad hoc members were selected by the members of the VPAA Council (i.e. Deans and other leaders) as people who have a knowledge of assessment and would easily be able to evaluate and offer constructive, positive feedback to their peers. Due to the need to quickly turn around information this committee was used for this purpose for this year, but it is expected that in future years, the Instructional Assessment Committee will be trained and overtake assessment guidance/evaluation duties. | | | | |
| Date | 2-16-16 Initial Meeting and Follow-up self-scheduled meetings by committee members | Starting Time and Ending Time  Ending Time | Various; Starting on 2-16-16, Kristin McDonald-Willey and Heather Voran met with many groups at various times throughout the day and the rest of the week to spend 30 minutes training those selected for this committee on how to use the forms and what criteria to consider and to then assist these members. Following the training, some members continued to work on evaluations outside of their official “training window.” | | |
| Location | WSC – Ware Commons – CTL Suite Rooms  CTL Suite | | | Recorder | Kristin McDonald-Willey, Director of IE |
| Members Present | Kristin McDonald-Willey; Heather Voran; Frank Sobey; Edie Carter; Emily Gilbert; Stefanie Decker; Alan Kee; Sheree Talkington; Collin Witherspoon; Tamra Rocsko; Lavon Barrett; Judy Isbell; Debby Hall; Wade Schaeffer; Karen Taylor; Sarah Uselding; Mindy Weathersbee | | | | |

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| **Topics** | **Discussion, Information Presenter:** | **Action Taken, Decision, Recommendation, Timeline** |
| Training | Kristin McDonald-Willey and Heather Voran:  Recap Training over qualities of a good curriculum map, introduction to help materials, and overview of expectations for this assessment. | Instruction Ad-hoc Committee broken into groups of two and each group signed their names on a sign-in sheet next to the form(s) they wished to evaluate. After the groups evaluated the forms, they would move the forms to a completed area and then select new forms. All the forms completed are located here: <https://www.actx.edu/ie/filecabinet/562> |
| **Topics** | **Discussion, Information Presenter:** | **Action Taken, Decision, Recommendation, Timeline** |
| Evaluations Not Completed (Follow-up to Meeting Information) | Plan: If all evaluations not completed that week OR if other maps were submitted at a later date, Kristin McDonald-Willey would complete remaining evaluations. | Kristin McDonald-Willey did complete the remaining map evaluations. Most of the evaluations that only had one reviewer only had one due to the form being submitted late. |
| Sharing Information | Plan: Following the evaluations, the chairs/coordinators would be sent back the form comments so that they could make edits/changes as needed. | All areas were sent back their forms with edits/changes and reports were formed/compiled. |
| Future Meeting Plans | Plan: When changes are submitted, the Direct of IE will re-evaluate their maps to check for whether or not the revision meets the current standard. This committee or a similar committee may reconvene in the summer to evaluate the map outcome report form. | Plan detailed in previous column, but at the time of this minute upload, the status is not yet complete. |

Minutes Recorded by:

Kristin McDonald-Willey, Permanent Member

