

**Instructional Assessment
Sub-committee**

February 2, 2007

11:30 pm – 1:30 pm; Library 112

AGENDA

1. Approval of Discussion Notes from October 16, 2006 meeting – Dr. Paul Matney
2. Update of Training for Disciplines with Primary Focus of a Major – Danita McAnally
 - Training dates
 - i. Handout
 - ii. Update on reservations
 - Agenda for training session
 - i. Handouts
 - Completion of PET Form 2007 – 2008
 - Next step?
3. Plan for Training of Disciplines Offering Support Courses – Danita McAnally
 - Anticipated dates
 - Completion of PET Forms 2007 – 2008
4. Reports on Progress of each General Education Competency Assessment – Kara Larkan-Skinner
 - Assignment Submissions/Faculty Participating
 - Number of 30 credit hr. students by competency
 - Pilot Testing this Semester
 - Next step
5. Next Meeting – either Friday, March 2 or 23, 2007 1:30 pm – Dr. Paul Matney
6. Assignment – Review Materials for Training Session and be Prepared to Serve as Dept./Program Assistant at Training Sessions

**Instructional Assessments Sub-Committee
Minutes
February 2, 2007**

Attending: Joe Gandy, Delton Moore, Kara Larkan-Skinner, Mark Rowh, Susan Burgoon, Sheryl Mueller, Danita McAnally, Ann Hamblin, Dan Ferguson, Wendy Poling, Jim Powell, Paul Matney.

Absent: Mark Usnick, Jill Gibson, Damaris Schlong,

Approval of Discussion notes of October 13, 2006 – Paul Matney
Minutes approved.

**Update of Training for Disciplines with Primary Focus of a Major –
Danita McAnally**

- **Training dates**

Training for disciplines to be held in February and scheduled dates are Feb 9th, 12th, 13th, 14th, 16th, and 19th Division chairs should be encouraged to attend.

Handouts of materials for Training and Update on reservations–

Dates for Outcome Assessment Training Disciplines with Primary focus of offering a Major. Danita asked the committee to notice the number of RSVPs received by our faculty is very low. With much discussion the committee agreed Danita's department should not be the one to further contact the faculty to get RSVPs because it would be seen as a heavy hand of administration. Rather the committee agreed that the faculty need to encourage other faculty to attend. Paul indicated he would ask the division chairman to do so and the committee members should do the same.

- **Completion of PET Form 2007-2008 – Handout**

Danita indicated that attendees will "walk through" an interactive Power Point and then be asked to submit the department/program PET form within a week. Those disciplines with a major which already have program accreditation will not be required to attend a training session since they already have a requirement for outcomes. However, all departments must develop a 2007-2008 PET form. Danita reminded the committee that "what we write as an outcome we must be able to assess." Danita said the instructional departments' assistants will be included in the training because they will help with this process. New PET forms will be created for each area to assure that we have solid purpose statements. Paul noted that years past outcomes has been

about grades, now we want to know how the student benefited. Danita said each discipline will be asked to write a minimum of one direct outcome. Burgoon suggested they adapt a flow chart to help the faculty members.

- **Next Step?**

Plan for Training of Disciplines Offering Support Courses – Danita

- **Anticipated dates**
These training sessions will be in late April and early May.
- **Completion of PET Forms 2007-2008**
Another interactive Power Point will be tailored for these disciplines and used during the training sessions to facilitate the process of completing the PET forms. (Handout provided) Division chairs will also be encouraged to attend these sessions.

Reports on Progress of each General Education Competency Assessment – Kara Larkan-Skinner

- **Assignment Submissions/Faculty Participating**
Handout from Kara "teaching about methodology." Try to break it up into direct and indirect measures. General Education will not be focus of the discipline training sessions.

Number of 30 credit hour students by competency

Kara went over the general education assessment record tracker. She noted that few faculty participated so the report was created for about 15 people. Other challenges include one division submitted over half of data for this report. This skewed the results of this report. Should we set up a maximum of say 50 percent for each competency's student work?

Danita asked "what is the attitude of the faculty after a year of training since we have low participation? She said we cannot keep extending deadlines. What is the word on the street that they do not want to participate? If we don't do better as a group we will have to make a change. If we have two years in a row of low participation, our approach to assessing general education competencies we will have to go a direction that the faculty may not want to go."

Paul asked what the absolute last deadline is. Kara replied today. After discussion, the committee asked that we extend the deadline to allow for a more representative sample for each competency. Danita agreed but only if the faculty urge the faculty. Wendy Poling asked Paul to write a letter of commendation to those who did submit assignments to date. Various approaches to increasing the samples were discussed.

- **Pilot Testing this Semester**

Danita asked "How will we get the pilot test assignments and student work for this semester? We need both the instructor and students results. We need a set of instructions to work with your committee for the faculty that have submitted already. Then the committee will test with the rubric for a match. Assignments and student work from previous semesters may be used." Kara said she would provide the extra student work and corresponding assignments that will not be necessary for the fall. Committee leaders indicated they would have committee members bring some samples. Communication Competency has completed the pilot testing and thus will not need to do this during the spring.

- **Next step**

Paul said he would let the division chairs know that we need "x" number of assignments for each competency and remind them that outcomes assessments is faculty-driven. He noted that a personal appeal from the division chairs and committee members to the faculty to volunteer for these assignments should increase the number of volunteers. While acknowledging that faculty are busy, he agreed that this project is faculty-driven and cannot happen without the faculty. Division chairs in the divisions of Industrial and Transportation Technologies, Allied Health, Behavioral Studies, Business, Mathematics and English will be asked to contact their faculty and get them working on this project.

Next Meeting – Friday March 2, 2007 1:30PM – Library 112

Assignment – Review Materials for Training Sessions and be prepared to serve as Department/Program Assistant at Training Sessions

Meeting Adjourn 1:05