

**Instructional Assessment Sub-committee
November 4, 2005**

Summary Notes

Members Present:

Paul Matney, Susan Burgoon, Dan Ferguson, Joe Gandy, Jill Gibson, Danita McAnally, Delton Moore, Sheryl Mueller, Wendy Poling, Dr. Jim Powell, Mark Rowh, Mark Usnick

Members Absent:

Ann Hamblin, Damaris Schlong

Others Present:

Ann Usrey

Paul Matney thanked the committee for attending and emphasized the importance of their work on the committee.

Review September 15, 2005 Minutes:

Matney reviewed the summary notes of September 15, 2005. The committee was reminded that he had asked for volunteers to attend the Assessment Institute. Dan Ferguson, Susan Burgoon and Wendy Poling were chosen along with Danita McAnally to attend the Assessment Institute in Indianapolis, Indiana. Matney informed the committee that the primary priority of the committee would be to re-write the PET form "Purpose Statement" for individual departments.

Reports from Assessment Institute (October 23 – 25, 2005 in Indianapolis)

Danita McAnally presented an overview of the Assessment Institute workshop that she and others attended. McAnally explained that the purpose of assessment is to determine if you are doing a good job. She said the overall question each day ended up being, "what did I learn and how can we apply it to Amarillo College?"

Susan Burgoon and Wendy Poling reported on the session "Faculty Perspective on Outcomes Assessment". The following three components were discussed:

How to "Sell" to Faculty
Role of Administration
Methods of Implementation

Dan Ferguson presented a PowerPoint entitled
"

DisplayText cannot span more than one line!" by Jeffrey A. Seybert, Ph.D. from Johnson County Community College in Kansas. Control, click on link above to preview the PowerPoint presentation.

Re-writing PET Form Purpose Statement

Committee members discussed various ways to re-write the PET form purpose statement. Matney said division and department chairs will need to be informed and trained on what is expected in writing their purpose statement.

Next Steps

McAnally gave the following three suggestions for next steps:

Assessment Committee recommends the competencies for general education/core curriculum – January, 2006.

Dr. Jeff Seybert of JCCC serves as a consultant to train AC personnel on outcomes assessment. His visit will be scheduled for January or February 2006.

Finalize competencies for general education/core curriculum and send to Academic Affairs – March 2006.

A motion was made by Dr. Jim Powell to hire Dr. Jeff Seybert in to hold a workshop with the Assessment Committee and Academic Affairs – January 26 and 27, 2006. Wendy Poling seconded the motion. The motion passed unanimously.

Set Next Meeting

The next meeting was set for Friday, January 13, 2006.

The committee adjourned at 2:40 pm.