

Instructional Assessment Sub-Committee
September 27, 2007
3:00 – 4:30 p.m. Library 112

MINUTES

Attending: Amiee Martin, Wendy Poling, Joe Gandy, Mark Rowh, Damaris Schlong, Judy Isbell, Dan Ferguson, Jill Gibson, Paul Matney, Susan Burgoon, and Danita McAnally.

Absent: Mark Usnick, Jim Powell, Sheryl Mueller, Kara Larkin-Skinner, Delton Moore,

- I. Approval of Discussion Notes from April 13, 2007 meeting – Dr. Paul Matney
Approval was tabled until a missing portion of the minutes could be corrected. The missing sentence of the April minutes has been corrected. The missing sentence was “It was agreed that sample customized PET form would be developed and distributed to each division/department during the training sessions, “Only for ideas” not to be utilized.
- II. Report on Assessment of General Education Competencies Committee Leaders
 - o Update on General Education Competencies – General Education Competency Committee Leaders.

Aesthetic Awareness committee - Jill Gibson reported all five of her groups are working on theirs.

Technological Literacy committee -Mark Rowh reported his committee has finished two sets of assignments and three more need to be completed.

Application of Critical Thinking Skills committee - Susan Burgoon reported her group is in process. She noted assignments are not graded but the rubric is working well.

Ethics and Diversity committee - Jim Powell was absent (no report).

Mathematical Skills committee - Joe Gandy and Amiee reported the rubric is going to work. They are having problems with the scoring sheet. They have had to delay two sets and they have three more sets to complete. They may send them back to be graded. Judy Isbell will work with Joe Gandy's committee to make their fifth member since they lost a member.

Communication Skills committee – Dan reported they have artifacts and the committee is meeting tomorrow. They have had a problem with scoring. They have five sets of assignments. Dan reported he talked to Kara asking for raw scores and Kara was ok with that. Dan reported the next time Kara

said she would not make the copies. He noted his folks will not want to make their own copies.

- Review submission results report –Dr. Paul Matney (Hand-out: Report on Assessment of General Education Competencies - June 4, 2007)
Paul noted - let's keep in mind only 29 faculty turned in any reports. We must have more support from the faculty. Susan suggested an example could be put online for the faculty to look at and be able to have a better idea of what is needed from them.
 - Discuss approaches for increasing submissions – General Education Competency Committee Leaders. General discussion from committee members.
- III. Report on Discipline Specific Competencies – Paul Matney
- Discuss PET/ Outcome Training (Hand-out: Check-off List PET forms: Instructional 2007-2008)
Paul reported the process so far has gone well. There was good dialogue and he is encouraged. Encourage faculty to turn in an assignment. Jill reported the faculty believed they did not get enough guidance.
 - Recommendations/plans for future. We must keep asking and get faculty to submit assignments.
- IV. Next Level for Student Learning Outcomes –
- Dr. Jeff Seybert (January 8, 2008) will address all faculty and meet with the Instructional Sub-Committee.
- V. Next Meeting – October 22, 2007 – 1:30 – 3:00 pm **Library 113**

Danita requested Paul send an email to the division chairs about getting their PET forms in. She knows they have been through the class and they are ready to be turned in, but she has not received them. October 19 will be the last training session on writing outcomes assessment goals. CIS and Engineering and Science faculty will attend. Other faculty are welcome.

After the meeting Janice met with Brandy and found out the reason for the low submission of PET forms. Brandy noted it had a lot to do with the forms being sent with the last years date. She suggested they re-send the forms.

Adjourned: 4:15 pm