

**Instructional Assessment Sub-Committee**  
**October 22, 2007**  
**1:30 – 3:00 p.m.; Library 113**

**MINUTES**

**Attending:** Mark Usnick, Delton Moore, Judy Isbell, Jim Powell, Danita McAnally, Paul Matney, Sheryl Mueller, Jill Gibson, Joe Gandy, and Mark Rowh.

**Absent:** Wendy Poling, Kara Larkin-Skinner, Susan Burgoon, Damaris Schlong, Amiee Martin, and Dan Ferguson.

- I. **Approval of Discussion Notes from September 27, 2007 meeting** – Dr. Paul Matney committee was asked to read over the minutes and asked for a motion for approval of September 27, 2007 minutes and the April 13, 2007 minutes tabled on Sept 27 due to a missing sentence. The sentence is now corrected see the attached minutes correction is underlined. Motion was made to approve the minutes by Jim Powell, seconded by Mark Usnick, all approved.

II. **Report on Assessment of General Education Competencies Committee Leaders**

- **Update on General Education Competencies – General Education Competency Committee Leaders.**

**Mathematical Skills** have not met per Judy Isbell.

**Application of Critical Thinking Skills** – No report from Susan Burgoon absent.

**Communication skills** report was received from Dan Ferguson who could not attend the meeting. The report stated they got together and the Writing Competency Committee has scored all of the written artifacts submitted and list the numbers. They had two problems with scoring both dealt with instructors' assignments and not our rubric or assignment statement. The second problem we had some artifacts that were only a few sentences or a short paragraph.

Delton Moore noted we need to follow up on what is acceptable on the scores. Paul commented the role of this committee to make recommendations to academic affairs.

**Ethics and Diversity** - Jim Powell reported they wanted to make sure the rubric worked and then assess the artifacts. Did the rubric work? They want to know if they are going to have to have both Ethics and Diversity. Danita

commented they would not get both, and it would be a quick turn-a-round, it will be done in 24 hours.

Paul stated we need our entire faculty to send in artifacts – he will be sending an email to the faculty to get better support. Danita will talk to LouAnn about informing the part-time faculty of the importance of getting the assessments from the faculty.

**Technological Literacy** - has not met per Mark Usnick they are waiting on their 5<sup>th</sup> member to finish. They have about 40 submissions.

**Mathematics** - Joe reported his group will meet November 9<sup>th</sup>; they have questions for Danita and Kara.

**Aesthetic Awareness** – Jill Gibson reported that some of their artifacts did not fit her committees' assignment. Danita reported that they will take the Andragogy classes and if they find someone that they think can be in the group.

- **Review number of assignments submitted** – Danita McAnally or Dr. Paul Matney

Danita reported outcomes assessment instructor submissions have received 22% we need to get that many or more in the next two weeks. Danita's handout noted of all the submissions listed most come from LCFA and Nursing theses are assignments not artifacts. Paul noted he has two divisions who have not participated Business and Allied Health. Mark Rowh noted AH may be thinking they are all working on them. Judy Isbell thinks people do not understand what is expected from them and that is why they are not participating. Maybe they need to be asked do you have an assignment that fits criteria. Paul suggested maybe we need to give them a go to person. If you have questions call a team leader or committee member. Jill suggested a link to the rubric.

- **Discuss approaches for increasing submissions** – General Education Competency Committee Leaders - Danita noted the more we talk about it the more the word will get out. Jill said she would like to send emails to faculty whom she thinks would have assignments that meet the criteria. Approach them and tell them what they need to do and how they need to do it. If you have a question, ask the team leader. Judy Isbell suggested the appeal to faculty note that it does not apply to ACcess because of the 30 hour criteria so they will know it does not include them. This also applies to Ed Noltes' area. The question was asked "What should be the minimum number of hours completed for a student to qualify for assessment?" Joe Gandy noted the 15hrs would work better in the technical area.

III. **Report on Discipline Specific Competencies** – Danita McAnally

- **Discuss PET submissions** – Danita McAnally suggested PET forms should be in by November 1<sup>st</sup> she wants to bring the pet forms to the next meeting and let you see if they are what they need to be. This is not about your evaluation it is about if you have suggestions of things we could do better let us know, and give her the feed back., Jill noted faculty think all they have to do is fill out a form and that is it. Danita noted they need to stay on task with a check list or rubric. PET forms will be due November 1.
- Next meeting – this Committee will review each PET form for at least one direct outcome
- Recommendations/plans for future

IX. Next Meeting – Dr. Paul Matney

Monday, November 26, at 2:30 pm – 4:30 pm in Lynn Library 113.