

**Instructional Assessment Sub-Committee**  
**February 15, 2008**  
**11:30-1:00 pm; Library 112**

**Minutes**

Attending: Mark Usnick, Kara Larkan, Delton Moore, Joe Gandy, Mark Rowh, Wendy Poling, Dan Ferguson, Susan Burgoon, Dr. Paul Matney, and Sheryl Mueller.

Absent: Dr. Jim Powell, Jill Gibson, Damaris Schlong, Danita McAnally, Judy Isbell

Guest: Brandy Hayes

- I. Approval of Minutes from January 15, 2008 meeting – Dr. Paul Matney  
No questions about the minutes motion by Joe Gandy to approve the minutes, seconded by Mark Usnick all in favor.
- II. Discuss Results/Use of Results Training-Kara Larkan-Skinner

Kara reported that we are at a point where we need to train Departments and Divisions on the results and use of results section of the PET form. We want to train everyone on how to put their data in the PET form. The PowerPoint presentation will be shorter than the previous years presentation was. Kara mentioned that this training has been done with the Non-Instructional Areas of the college. She asked Delton to discuss how the training of the Non-Instructional programs went. Delton reported they did two training sessions with one committee member per table. The committee requested a train the trainer session in order to prepare the committee members for the training sessions. Kara is looking for locations to hold the training sessions. The location will depend on whether the PET form database is completed and ready to go by the April dates. If the PET form is ready then we will need rooms with computers. Kara reported that the April training sessions will include all eight academic divisions. The committee recommended that each department send a "sufficient number from your department" to the training. Paul suggested it not only be the division chairs but the department chair/program coordinators and that they understand they need to know what to bring and who to bring. Paul thinks an email needs to go out asking them to collect the data to measure the out comes to have ready for the training. Make sure it is very clear what our preference is. Identify by name for the training. We all need reminders and deadlines. Paul suggested an assessment calendar that goes into our blue calendar to be the reminder.

- a. Potential Friday training sessions:
  - i. April 11, 2008

- ii. April 18, 2008
- iii. April 25, 2008 (a.m. only)

Kara asked if the previous dates work for everyone. Sheryl noted Nursing cannot do the sessions on Friday's because of clinical days. The nursing division can do Wednesdays. Nursing and ITT areas could do a training session on the same day and sign up for a date that works best for them.

- b. Discussion
  - i. PowerPoint
  - ii. One Trainer/Department

- c. PET form database scheduled to be completed by 2/29/2008

The database should be completed by the end of this month. The training is set up so that everyone will leave the session with a completed PET form, if they bring the data with them. The committee emphasized that everyone needs to know that they will need to bring their data with them to the training.

- d. All 07-08 PET forms are due May 1, 2008

### III. Discuss Responses to Targeted Appeal- Kara Larkan-Skinner

- a. Advantages and Challenges

The letter that was sent out requesting participation in General Education Assessment got a lot of attention. One problem was noted, some classes selected were not the best fit, including dual credit and non-credit classes that were included in the Master List. The overall response was low, 60 went out and only 20 responses have been received thus far. The main problem was that the classes were randomly selected and so the "best fit" didn't always happen. Kara is keeping the student work from the fall to supplement the spring, if needed. The follow up letter is ready to go out.

Thank you letter discussion: Kara noted that the thank you letter has been designed. Paul asked that we follow up on the thank you letters and get them sent out.

### IV. Reports from General Education Competency Committee Leaders

- a. Communication - Dan stated that last semester his committee met together and worked things out. This semester everyone has different schedules and they are going to pass the student artifacts around. They are ready to start with their artifacts and they have CD with speeches for this time.
  - b. Critical Thinking - Susan reported they added a 5<sup>th</sup> level and they think it is going to help them and they also are having scheduling difficulty also.
  - c. Mathematics - Joe reported John Pool has been added to their committee to help them with the math skills. His committee is insisting that the work needs to be graded. They are in the process of deciding if they need a rubric with 2 levels. They may have to re-do the rubric
  - d. Technology - Mark Usnick reported we have a new set of artifacts and they are looking at a 5<sup>th</sup> level also. The technology rubric does not fit student artifacts that do not make documents from scratch. They are receiving work in which the student works from an existing document and hence it does not work with the Technology rubric.
- V. Report from Academic Affairs regarding changes to General Education Competencies-Dr. Paul Matney/Dr. Jim Powell
- Paul reported Academic affairs met today and they approved the changes requested by Instructional Assessment Committee in the February 15, meeting.
- VI. Next Meeting –March 7, 2008; 10:00-11:30 p.m.– Dr Paul Matney