

Instructional Assessment Sub-Committee
March 7, 2008
10:00-11:30 am; Library 112

Minutes

Attending: Damaris Schlong, Judy Isbell, Mark Usnick, Kara Larkan, Mark Rowh, Daniel Ferguson, Susan Burgoon, Sheryl Mueller, Jill Gibson.

Absent: Danita McAnally, Wendy Poling, Joe Gandy, Delton Moore Amiee Martin.

Guest: Brandy Hayes

- I. Approval of Minutes from February 15, 2008 meeting – Dr. Paul Matney
Minutes accepted as given. All were in favor. Dr. Matney asked Kara to follow-up on the Thank you letter discussed at the last meeting and report to him at the next meeting.
- II. Discuss Results/Use of Results PET Training-Kara Larkan-Skinner
 - a. Plan Train the Trainer Session for Committee Members
 - i. Committee provide available dates
 1. 4th week in March or 1st week in April

Train the Trainer sessions for committee members: Kara reported they would like to setup a two hour session with the last 15-20 minutes as the last meeting of the regular Instructional Assessment Sub-Committee meeting, since we will not have a meeting in May. Friday, April 4th from 9:00 a.m. to 11:00 a.m. on the Washington campus is the date and time for the Train the Trainer session and meeting. The nursing area and Allied Health area will have a separate training on West campus, and Mark Rowh and Sheryl will help with those training sessions.

- b. Training sessions (Dept. Chairs/Coordinators and one faculty member):
 - i. April 11, 2008 (a.m.)
 - ii. April 18, 2008 (p.m.)
 - iii. April 25, 2008 (a.m.)

Kara asked feed back on time for these sessions 18th afternoon, 11th morning, 25th morning let everyone sign up for what works for them. The goal is to get every department to show up with the Department Chair and at least one additional faculty member. The committee members will be the facilitators. Paul noted we do not have to have everyone, just request the division chair/department chairs bring one faculty member with them, and asked the committee members to make as many of the sessions as they could. He understands we all have other obligations and commitments and cannot make

every one of the sessions. We will assign committee members PET plans so they can be prepared for that days training. We hope we can give them enough information to be able to walk away with an understanding of the process. We do not want our folks leaving more frustrated than they came. It would help for the trainees to bring their data with them to the training in order to get the best results. Paul suggested no more than two PET plans per table/facilitator, and that at least five trainers per session are needed. Judy Isbell suggested we work with our own area not someone else's then it will make more sense. Damaris suggested we do not walk in cold. You will be trained before you are training these sessions. Danita and Kara will go to west to do nursing training the trainer PET forms separate sessions that works around their schedule.

III. PET form database

a. AC created database

PET forms data would be stored. It will be ready next week.

b. Tk20 database

Another database that Danita will let you know about when she has more information.

IV. Discuss General Education Competency Request- Kara Larkan-Skinner

a. Report

Kara has provided a handout – if every person sends in what they said they would we should have 82 for Communications (some do not qualify), 62 for Critical Thinking, 90 for Mathematics, and 48 for Technology (we will not get fifty most do not fit). Kara thinks technology will fall considerably short. They are emulated or simulated assignments and they do not fit the rubric. We will have to re-examine the way in which Technology is solicited or the Technology rubric.

Kara explained how the “master list” was developed quickly and it has some flaws due to being too statistical in nature. It is a very time consuming list and she is working on it now to make it better, less random and more targeted.

V. Reports from General Education Competency Committee Leaders

a. Communication

Dan Ferguson stated that his committee cannot get everyone together this semester. He created some detailed packets of directions and artifacts and sent them out to his committee members. They are working individually then turning them in. Several have returned them and like that process. They will try to schedule some time that they can all meet and go through the packets. They have five members and they think this method of the packets is working better for them. He expects to be done on time.

b. Critical Thinking

Susan Burgoon has handed out her packets. All of her members do have the packets and their biggest difficulty is getting a time to get together. They are targeted for end of March to first of April and are on track. They could send their packets to her to process, but she thinks it will still be better to get together and meet.

c. Mathematics

John Pool has been added. Judy Isbell reported for the mathematics group she noted they will meet this week and they may need a train the trainer to be at their meeting. She has concerns about scoring with out all of the members there. She asked for suggestions on how their committee could come to an agreeable decision about the artifacts. Kara noted each committee can decide how they want to handle the process. Their group decided to use the 5 point rubric system. But the student can be scored with only 3 points. Mathematics reported scoring is their problem.

d. Technology

Mark Rowh thanked Mark Usnick for compiling spreadsheets and disbursing packets to their committee members and they are working on setting up a meeting and working on their packets. They hope to be finished by Spring break.

VI. Discuss Adding a Committee Member from Behavioral Studies

Paul noted Jim Powell is rotating off the committee and that we need to discuss someone from Behavioral Studies to fill this position. Jill Gibson noted Alan Kee was on Ethics and Diversity and Deb Avara from Behavioral Studies. Ann Fry, and Victoria Taylor-Gore are from Language Communication and fine arts.

- VII. Next Meeting –Train the Trainer Meeting for Instructional Assessment Sub-committee members (determine date)– Dr Paul Matney

Train the Trainer Sessions - April 4th at 9:00am -11:00am, in Library 113 with last the 15-20 minutes to used for the Instruction Assessment Sub-Committee meeting. Food will be provided.