

Instructional Assessment Sub-Committee
April 3, 2008
9:00-11:00 am; Library 113

Minutes

Attending: Joe Gandy, Judy Isbell, Mark Rowh, Wendy Poling, Jill Gibson, Susan Burgoon, Danita McAnally, Kara Larkan, Mark Usnick, Delton Moore, Sheryl Mueller, Paul Matney,

Absent: Dan Ferguson, Damaris Schlong, Aimee Martin,

- I. Approval of Minutes from March 3, 2008 meeting - Dr. Paul Matney
Minutes accepted with revisions.

- a. Review the Power Point Training Slides Report - Danita McAnally
Danita reported we may need to increase our number of facilitators. The divisions have to bring the data with them. There will be a site visit for Hereford for August 18th. This visit will be the first time SACS will ask us for our forms. They will want to see what we are doing with our outcomes and assessments. We do not have one year of data at this time. Danita went over the power point to emphasize the improvements. We want everyone to walk out of the PET form training with a completed form and that they agree on the information.

They must have at least one outcome. The student has to do something that they did not do before.

Paul noted we must stress to the Division and Department chairs that this is your job and you must participate. He will send an email to division chair s and department to let them know they need to get ready for this training and they must be responsible and come with their PET forms and data. We do not want people leaving more frustrated than they came. Paul wants to send a "thank you letter" to the faculty members that submitted assignments for their file. This is a genuine thank you for this faculty for their work. Paul thanked the committee for their hard work for the past three years and let them know they have come a long way and that they are appreciated.

- II. Prepare for the training sessions - Kara Larkan-Skinner

- a. Sign up for the sessions
i. Training sessions (Badger Den)
1. April 11, 2008 (9-11a.m.)
Susan Burgoon
Jill Gibson

Wendy Poling
Mark Rowh
Judy Isbell
Sheryl Mueller
Mark Usnick

2. April 18, 2008 (2:30-4:30 p.m.)
Joe Gandy
Mark Usnick

3. April 25, 2008 (9-11 a.m.)
Jill Gibson
Wendy Poling
Mark Rowh
Sheryl Mueller
Mark Usnick

- b. Receive the PET forms for assigned departments within each division
It will help to send the forms electronically to Brandy Hayes and to have the division chairs send them with the division name on the form.

Example: AH/Radiography PET Form 2008-2009

- c. Review agenda, roles, and responsibilities for training sessions
- d. Questions regarding training sessions

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

- a. Report on Potential Student Work-to-Date for Assessment during Fall 2008 - Kara handout with a quick up date on general education 25 pieces of student work. Critical thinking and Math have 50 they have hit their goal. Technology - ???.. Very few of the outcomes are oral. Danita noted oral is a core requirement and we cannot justify it - we need to improve on it. Paul suggested he have a talk with Robert and Lynae' to get either the equipment it needed to have the oral outcomes if necessary or stress they must submit oral competencies. We may ask our leaders in our problem areas to step and assign someone if we are not going to get volunteers – we are not asking for them to do it every year but maybe rotating years. This is part of there job description. They should not be allowed to say “no” they need to let us know “when it will work for them” if we rotate then everyone will participate.
- b. Problems and Recommended Solutions

IV. Reports from General Education Competency Committee Leaders

No reports were given from the leaders.

- a. Communication
- b. Critical Thinking
- c. Mathematics
- d. Technology

V. Conclusion

This is the last meeting for the year