

Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	September 26, 2008	Starting Time	1:30	Ending Time	2:15
Location	Library 113			Recorder	Joy Brenneman
Members Present	Dan Ferguson; Joe Gandy; Toni Gray; Jill Gibson; Deborah Harding; Denise Hirsch; Kara Larkan; Aimee Martin; Danita McAnally; Delton Moore; Mark Rowh				
Absent	Bob Austin; Susan Burgoon; Judy Isbell; Paul Matney; Jason Norman; Wendy Poling; Mark Usnick				
Visitors					

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Approval of Minutes from August 29, 2008	Kara Larkan-Skinner <ul style="list-style-type: none"> Minutes reviewed by committee; corrections noted 	<ul style="list-style-type: none"> Approved by acclamation with corrections
Discussion of PET Results	Kara Larkan-Skinner Spreadsheet attached to minutes <ul style="list-style-type: none"> # of Departments that turned in -08-09 PET # with Outcomes # with Results/Use of Results # Missing <ul style="list-style-type: none"> Only one of those turned in lacks direct outcomes Still 40% not yet submitted, deadline was September None from ITT Need to close the loop, if no data available needs to say so, use "Use of Results" for this information Comments/Concerns-Committee Members <ul style="list-style-type: none"> Possible to send reminder email to Department chairs reminding them that forms are coming 	<ul style="list-style-type: none"> Kara will schedule a meeting with Department chairs for review (invite those who have not submitted their forms) Kara will follow up Hope to resolve with TK20 (database); will work with departments Assessment & Development can do this

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	<p>due?</p> <ul style="list-style-type: none"> ○ Are statistics required • Summary of Improvements on PET forms – Kara ○ Improvements have been noted 	<ul style="list-style-type: none"> • If available
Committee Members Update	<p>Kara Larkan-Skinner</p> <ul style="list-style-type: none"> • Updated the committee and reviewed changes • Aimee questioned whether there was a need for an ITT person on Mathematical Skills Committee 	<ul style="list-style-type: none"> • Committee lists attached to minutes • Richard Whitaker is on Technological Literacy Committee so ITT is represented; Denise will look for Nursing representative for the Mathematical Skills Committee • Need to get name from Jack Stanley for Technological Literacy
Competency Committees Status - Leaders	<p>Kara Larkan-Skinner</p> <ul style="list-style-type: none"> • Communication <ul style="list-style-type: none"> ○ Waiting on Judy Carter replacement • Critical Thinking and Problem Solving <ul style="list-style-type: none"> ○ No representative at this meeting • Mathematics <ul style="list-style-type: none"> ○ Waiting on Committee Assignments • Technological Literacy <ul style="list-style-type: none"> ○ Artifacts distributed; R. Whittaker done, others getting started • Discussion of ANGEL LMS which has assessment component that may be of use 	<ul style="list-style-type: none"> • Training to begin on ANGEL system next week
Upcoming Conferences	<p>Kara Larkan-Skinner</p> <ul style="list-style-type: none"> • IUPUI, Indianapolis, October 26-28 • TAMU. College Station, February 22-24 <ul style="list-style-type: none"> ○ Kara distributed information on these two conferences 	<ul style="list-style-type: none"> • Anyone interested should contact Kara or Danita

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Other	Danita McAnally <ul style="list-style-type: none">• Asked about progress with GenEd<ul style="list-style-type: none">○ Kara noted that they are coming in slowly, but are being received	
Next Meeting	Friday; October 31, 2008; 1:30-3:30	Location TBA