

## Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	October 31, 2008	Starting Time	1:30	Ending Time	3:10
Location	Library 113			Recorder	Joy Brenneman
Members Present	Dan Ferguson; Joe Gandy; Jill Gibson; Deborah Harding; Denise Hirsch; Kara Larkan; Aimee Martin; Danita McAnally; Delton Moore; Mark Rowh; Judy Isbell; Paul Matney; Mark Usnick				
Absent	Susan Burgoon; Toni Gray; Wendy Poling				
Visitors					

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
<b>Approval of Minutes from September 26, 2008</b>	<b>Kara Larkan-Skinner</b> <ul style="list-style-type: none"> <li>Minutes reviewed by committee; corrections noted</li> </ul>	<ul style="list-style-type: none"> <li>Jill Gibson moved to approve</li> <li>Deborah Harding seconded <ul style="list-style-type: none"> <li>Approved</li> </ul> </li> </ul>
<b>Mathematical Skills Committee Question</b>	<b>Aimee Martin/Judy Isbell</b> <p>Discussion of whether or not to include an artifact from Math</p> <p>Included note from instructor stating that the instructions were not comprehended; all students failed</p>	<p>Asked for feedback from committee</p> <ul style="list-style-type: none"> <li>Is the point to assess student work regardless of instructions:</li> <li>Does teacher's statement skew committee's results</li> <li>Does it fit the rubric?</li> </ul> <p>Mathematical Skills Committee should make the decision</p>
<b>Discussion of PET Results</b>	<b>Kara Larkan-Skinner</b> <p>PET forms still missing</p> <ul style="list-style-type: none"> <li>Discussion of ITT PET forms <ul style="list-style-type: none"> <li>Did submit but do not have outcomes or use of results</li> <li>Need buy in from faculty</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>May need to work with division to get a good fit and could get some things that will really help the students</li> <li>Paul – Get department chairs/division chair together with someone like Bill Crawford who</li> </ul>

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	<p>PET forms received</p> <ul style="list-style-type: none"> <li>• 89% submitted</li> <li>• 71% have at least one direct outcome</li> <li>• 35 have use of results</li> <li>• Making progress – pulling in results</li> </ul> <p>Review of some PET forms (attached to minutes) highlight those that are done well and some that need improvement</p> <p>TK20 Update - Danita</p> <ul style="list-style-type: none"> <li>• TK20 hosted database; CEO and staff came to Amarillo; impressed with where AC is in the process – further along than most; will add budget impact to use of results column <ul style="list-style-type: none"> <li>○ Next Step: Pilot Testing <ul style="list-style-type: none"> <li>▪ Consideration of programs doing well or some that are not doing some well?</li> </ul> </li> <li>○ Select Instructional Division(2) for Pilot Group <ul style="list-style-type: none"> <li>▪ Access?</li> <li>▪ Nursing?</li> </ul> </li> </ul> </li> </ul> <p>New issue – Danita</p> <ul style="list-style-type: none"> <li>• IRB and FERPA issues with confidentiality – Danita asked committee to consider ways to handle</li> </ul>	<p>has done this well for a long time</p> <ul style="list-style-type: none"> <li>• Committee will be put together to address these issues</li> <li>• Department Chairs should be responsible for follow-up or outcomes</li> </ul> <ul style="list-style-type: none"> <li>• Will do web based training, both non-instructional and instructional</li> </ul> <p>Support Courses</p> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Mathematics and Engineering</li> <li>• Behavioral Studies</li> <li>• Medical Data Specialist</li> </ul> <p>Major</p> <ul style="list-style-type: none"> <li>• Nursing – major</li> </ul> <p>Danita's office will contact key personnel involved</p> <p>Suggestions</p> <ul style="list-style-type: none"> <li>• Written consent form</li> <li>• At registration</li> <li>• Needs to be studied</li> <li>• Talk with AC attorney</li> </ul>
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<b>Competency Committees Status - Leaders</b>	<b>Kara Larkan-Skinner</b> Technology - will fall short again Discussion <ul style="list-style-type: none"> <li>• Take discussion back to CIS faculty</li> <li>• Rubric may need to be changed</li> <li>• Basic computer literacy issue</li> </ul> Critical Thinking – may be close  Communication – Dan Ferguson <ul style="list-style-type: none"> <li>• Several new committee members; meeting next Friday to begin assessment</li> </ul> Critical Thinking and Problem Solving <ul style="list-style-type: none"> <li>• Not in attendance</li> </ul> Mathematics – Aimee Martin <ul style="list-style-type: none"> <li>• Committee has met twice, new members, 35 to 40 artifacts so far</li> </ul> Technological Literacy – Mark Rowh <ul style="list-style-type: none"> <li>• 88 artifacts</li> <li>• Hand out (attached); scores low this time</li> <li>• Did not meet benchmark</li> <li>• Mark Usnick – holes in the rubric</li> </ul>	Discussion <ul style="list-style-type: none"> <li>• May need to add a fifth number</li> <li>• Change rubric</li> <li>• Need usable artifacts</li> <li>• <b>Put on agenda for next meeting</b></li> </ul>
<b>Announcement</b>	<b>Kara Larkan-Skinner</b>  New Hire <ul style="list-style-type: none"> <li>• Kim McMahon – full-time Administrative Systems Specialist beginning Monday November 3, 2008</li> </ul>	
<b>Conclusion</b>	<b>Kara Larkan-Skinner</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Next Meeting</b>	Friday; November 21, 2008; 1:30-3:30	Location – Library 205