

## Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	February 27, 2009	Starting Time	2:00 p.m.	Ending Time	3:30 p.m.
Location	Library 113			Recorder	Kim McMahon
Members Present	Dan Ferguson; Toni Gray; Deborah Harding; Denise Hirsch; Kara Larkan; Paul Matney; Danita McAnally; Delton Moore; Judy Isbell; Wendy Poling; Mark Rowh; Mark Usnick				
Absent	Susan Burgoon; Joe Gandy; Jill Gibson; Aimee Martin				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
<b>Charge</b>	<p><b>Danita McAnally</b></p> <p>Danita reviewed the following charge to this committee and asked for discussion.</p> <ul style="list-style-type: none"> <li>Analyze outcome assessments for the instructional departments/programs at AC</li> <li>Propose recommendations or revisions to the approaches/methods and/or instruments within the instructional departments/programs at AC</li> <li>Ensure that improvements have resulted from evidence of outcomes and documentation exists for those instructional improvements</li> </ul>	
<b>Discussion</b>	<p><b>Danita McAnally</b></p> <p>Since everyone was not at the last meeting, Danita asked the same questions to see what new information would come up:</p> <p>Based on the charge to this sub-committee, what gaps</p>	<ul style="list-style-type: none"> <li>General Education/Computer Literacy – Lack of</li> </ul>

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	<p>exist at AC regarding this charge?</p> <p>What will need to be changed in the instructional assessment approaches and initiatives at AC to fulfill this sub-committee's charge?</p>	<p>communication vehicle for sharing specific skills that need to be improved</p> <ul style="list-style-type: none"> <li>• Don't understand rubric/competency of other disciplines than your own</li> <li>• Instructional departments are only focused on their own PET forms and are not benefiting from others; don't know what others are doing</li> <li>• Going from general to specific disciplines: How do we make recommendations when we don't know about the specific?</li> <li>• Lack of genuine and broad faculty buy-in to Outcomes Assessment</li> <li>• General Education faculty who submit work don't know the results: Who's responsibility is it to close this circle?</li> <li>• Reports are too general, they tell us nothing</li> <li>• Should faculty receive reports of Outcomes Assessment results? Communication</li> <li>• Need a clear definition of results we are striving for</li> <li>• Need a committee to translate results</li> <li>• Committees identify deficiencies in student work and gather data to talk to instructors about, ie: grammar</li> <li>• Assess our methodology to see if it is working, need more than just numbers</li> <li>• Need to use a standard format for committee reports of student work</li> </ul>
Approval of Minutes from January 30, 2009	Danita McAnally	

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	<ul style="list-style-type: none"> <li>Minutes reviewed by committee</li> </ul>	<ul style="list-style-type: none"> <li>Denise Hirsch moved to approve</li> <li>Mark Usnick seconded               <ul style="list-style-type: none"> <li>Approved with changes</li> <li>Sent to archive</li> </ul> </li> </ul>
<b>General Education Competencies Report</b>	<b>Danita McAnally</b> <ul style="list-style-type: none"> <li>Target list completed, have had many responses</li> <li>100 assignments this school year</li> <li>Handed out student work to Math Committee</li> </ul>	
<b>Competencies by Discipline</b>	<b>Danita McAnally</b> Tk20 Software System Update <ul style="list-style-type: none"> <li>Still in design stage</li> <li>Danita went over a handout from a SACS convention and showed all the things they are asking for; we now do this by hand; Tk20 will do this for us in the future</li> </ul>	<ul style="list-style-type: none"> <li>Kara Larkan-Skinner and Kim McMahon are now entering in data from Assessment &amp; Development PET form</li> <li>We should get to the Pilot Groups in March</li> </ul>
<b>Other</b>	<b>Danita McAnally</b> <ul style="list-style-type: none"> <li>No other business</li> </ul>	
<b>Next Meeting</b>	<b>Friday; March 27, 2009; 2:00-3:30</b>	<b>Location – Library 113</b>