

Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	April 24, 2009	Starting Time	2:00 p.m.	Ending Time	3:30 p.m.
Location	Library 113			Recorder	Kim McMahon
Members Present	Dan Ferguson; Jill Gibson; Toni Gray; Deborah Harding; Denise Hirsch; Kara Larkan; Aimee Martin; Danita McAnally; Delton Moore; Judy Isbell; Mark Usnick				
Absent	Susan Burgoon; Paul Matney; Mark Rowh				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Approval of Minutes from February 21, 2008	Kara Larkan-Skinner <ul style="list-style-type: none"> Minutes reviewed by committee 	<ul style="list-style-type: none"> Toni Gray moved to approve Mark Usnick seconded - Approved
Discuss SACS COC Substantive Change for Distance Learning and for Off-Campus Sites at Amarillo and Randall High Schools	Kara Larkan-Skinner / Danita McAnally We want to make you aware that this report goes to SACS COC and has need for assessment. We are looking for any improvements done by the College that affects distance learning. We looked at PET forms for this and very few indicated anything for online or distance learning. We submitted two substantive changes and both had to be in by April 15, 2009. We will be told in mid-July what our status is.	
PET Forms	Kara Larkan-Skinner / Danita McAnally <ul style="list-style-type: none"> Due May 31, 2009 – special extensions given for programs with standardized testing. Use of Results – First year data is your baseline data, the reviewer wants to see five years. Reviewed PET forms for several departments to see what works well and what does not work 	<ul style="list-style-type: none"> Kara Larkan-Skinner and Kim McMahon are now entering in data from Assessment & Development PET form We should get to the Pilot Groups soon

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	<p>well.</p> <ul style="list-style-type: none"> The committee suggested a stipend or release time for a trained person to do PET forms in each department. Ultimate goal is to improve student learning. 	
General Education Competency Committee Reports	<p>Kara Larkan-Skinner</p> <ul style="list-style-type: none"> Communication Committee finished, some artifacts worked excellent for the rubric, and some did not. Math Committee not getting enough artifacts that are able to score a 4 or 5. It is hard to find 4 and 5 point assignments. How do we get 4 and 5 point assignments from instructors? 	
CCSSE and CCFSSSE Survey Reports	<p>Kara Larkan-Skinner</p> <ul style="list-style-type: none"> 77 classes selected from CCSSE to participate. The committee suggested sending an e-mail to faculty before the semester begins stating that their class may be selected, so they can plan to give up a class for the survey. 	
Other	<p>Kara Larkan-Skinner</p> <ul style="list-style-type: none"> No other business. Enjoy your summer, we will see you in the fall. 	