

Instructional Assessment Sub-Committee Minutes

Committee/Meeting Name	Instructional Assessment Sub-Committee				
Date	September 25, 2009	Starting Time	11:00 p.m.	Ending Time	12:30 p.m.
Location	Library 113			Recorder	Kim McMahon
Members Present	Susan Burgoon; Jill Gibson; Deborah Harding; Denise Hirsch; Paul Matney; Danita McAnally; Jerry Moller; Delton Moore; Judy Isbell; John Robertson; Mark Rowh; Joan Urban; Richard Whitaker				
Absent	Aimee Martin; Toni Gray; Kara Larkan-Skinner				

Topics	Discussion, Information Presenter: Danita McAnally	Action to be Taken, Decision, Recommendation, Timeline
Opening comments from Dr. Matney	<p>We are going on our fifth year with Outcomes Assessments. Some committee members have been with us all four years, and some members are new. We have a good group of people on our committee. This committee is vital to our institution and we appreciate all of our members. Thank you.</p>	
Welcome to new members	<ul style="list-style-type: none"> • Jerry Moller • John Robertson • Joan Urban • Richard Whitaker <p>Discussed the charge for the Committee which is on the AC website. The Committee is responsible for analyzing outcomes assessments and proposing recommendations to the methods, instruments and implementation of improvements. Recommendations for instructional improvements or changes to the assessment process of instructional areas will be made to the Academic Affairs Committee.</p>	

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Approval of Minutes from April 24, 2009	<ul style="list-style-type: none"> Minutes reviewed by committee 	<ul style="list-style-type: none"> Send to archives
PET Forms	<ul style="list-style-type: none"> We do not have an updated listing of PET forms submitted because we are still receiving them. At next month's, we will provide all the reports listed on the agenda for instructional PET forms. We will look at the results and use of results in detail so committee members can teach others in the division why this is important 	
General Education Competency Committees	<ul style="list-style-type: none"> The Committee went over the 2008-2009 Report on Assessment of General Education Competencies On the report were: Background, Participation, Analysis by Committees, Improvements/Revisions/Challenges, and Summary The Communication Committee was the only committee to list specific problems and suggestions for improvements. Questions were asked about whether the problems identified and suggested improvements provided enough information for Academic Affairs Committee and VP Council to implement improvements. 	<ul style="list-style-type: none"> Invite Dan Ferguson (Chair of Communication Committee) to our next meeting to get clarification on the Communication Committee's problems noted.

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Accountability System	<ul style="list-style-type: none"> • Danita McAnally is the chairing THECB Accountability System Large College Peer Group's discussions with the charge of making recommendations for assessment of value-added. • They are having discussions about implementing and assessing general education/core curriculum learning outcomes, including the possibility of conducting value-added assessments statewide. • This charge is at the request of CoBoard and Legislature. Recommendations have to be submitted by THECB before the next legislative session. 	
CCSSE and CCFSSSE survey reports	<ul style="list-style-type: none"> • Notebooks of all results available on six campuses and Community Link in library or learning resource center • A three page summary of the CCSSE Report distributed to committee members. • CCSSE Committee-charged to study reports • Conversations on Student Success-reviewing data from CCSSE and CCFSSSE as they relate to each topic's best practices 	
Other and Next Meeting	<ul style="list-style-type: none"> • Kim McMahon's last meeting. Committee thanked and commended Kim. Replacement will be hired. • October 23, 2009 11:00-12:30 Library 113 	