

INSTRUCTIONAL ASSESSMENT COMMITTEE

MINUTES

March 22, 2012

LIBR 103 – 10:00am

Present: Colleen Allwine, Tim Allwine, Brad Benjamin, Jim Dillinger, Wendy Hall, Kanna Hudson, Klint Hull, Gina Osborn, Adam Wolfer, Joyce Niemi (recorder)

Absent: Brendan Glaser, Catie Graham, Sue Yarbrough

Colleen announced that the additional meeting planned for today at 1:00pm is cancelled. Committee members would be receiving tasks to do outside of meeting time, however.

* **Recommendation on Quarterly Designated Assessment Day**

- Wendy explained that this committee needs to renew the recommendation regarding a quarterly designated Assessment Day. The recommendation originally came from the Gen Ed Committee and it needs to be renewed as soon as possible. It is not the job of this committee to designate the actual day but only to recommend that “a” day be designated.
- The Committee all agreed that a designated day is important for a variety of reasons
 - Need to give faculty the time to do work we are requiring of them.
 - Provides opportunity for departments to work together
 - Provides opportunity for meaningful discussions
 - Provides structure to the process and to professional development
- The Committee also agreed that the following are important
 - Timing of the designated day
 - Informing faculty the importance of the day and how it can add value to the process
- Klint made a motion that the recommendation for a designated Assessment Day be renewed so that departments can accomplish their assessment work together as a department. The motion was seconded by Tim and the vote was unanimous in favor of renewing the recommendation.

* **DRAFT Curriculum & Program Review Document**

- The idea of adding a new section titled Environment was discussed for the following types of questions:

- Conditions of labor market
- Other opportunities for students
- What other people/colleges are doing
- Other

Wendy will develop a draft set of questions for review by the Committee.

- Important to use the same tone throughout the document

* **Calendar/schedule for report submission**

- Wendy suggested breaking the review document into sections – with everyone working on the same section at the same time.
 - It would strengthen discussion
 - Committee could help those having problems with a particular section – assist those needing help to move forward

The Committee all agreed with the suggestion. It would also facilitate departments work together more if they were all working on the same step at the same time.

* **Process - Armando (Handout)**

- Armando reviewed the proposed process with the Committee. It is his hope that the process would not only provide structure for the process but also make the process more meaningful and valuable.
- Armando also said that a walk through of the process is needed before it goes out to the campus to ensure that the process works the way it is meant.
- It was suggested that the process outlined in the handout might be better if focused on the data collection portion of the process.
- Ideas for data collection included
 - Looking at past requests for data (Wendy & Kanna will review)
 - Look at ATD gaps
 - If enough lead time, faculty could collect data by surveying students, etc.
 - Work on gathering data currently not available

* **Recommendation to Instructional Council regarding artifacts**

- After discussion of the needed recommendation it was decided to recommend to Instructional Council not to make providing an artifact for the Summer Institute a requirement at this time. The Committee feels that more time to develop the new program review process with the intent of building the submission of artifacts into the process itself is needed. An evaluation period for the process of one to two years will also be part of the recommendation.

- * **Task list for the remainder of the year**
 - a) Spring quarter meeting schedule
 - Tim
 - b) Advertise for/select readers for summer Critical Thinking Institute
 - Colleen and Wendy
 - c) Address Instructional Council re: Global Values
 - Colleen, Klint & Brad
 - d) Communicate with faculty re: artifacts
 - Entire Committee
 - e) Collect artifacts for summer institute
 - Entire Committee
 - f) Plan fall quarter assessment day activities
 - Entire Committee (ongoing at meetings)
 - g) Review Critical Thinking rubric
 - Klint, Adam, Jim
 - h) Schedule
 - Colleen, Wendy, Jim, Brad
 - i) Review process/create rubric
 - Armando, Colleen, Gina, Brad
 - j) Develop list of what universal data should be made available
 - Wendy will draft for Committee review and input
 - Updates on tasks will be given at the next meeting

The next meeting will be early spring quarter.