

INSTRUCTIONAL ASSESSMENT COMMITTEE

MINUTES

April 20, 2012

IOB Conference Room – 10:00am

Present: Colleen Allwine, Tim Allwine, Wendy Hall, Armando Herbelin, Kanna Hudson, Sue Yarbrough, Joyce Niemi (recorder)

❖ Curriculum Review Process Discussion

- The process should be such that you are always reviewing your program/curriculum for needed changes
- The process needs to be a meaningful one
- 2 year process with all faculty working on certain sections at the same time/everyone on the same schedule
- Suggestions was made to add a section G: Reflections
- **Network Folder**
 - Kanna will create a folder that will be shared by all full-time faculty. The sections of the curriculum review to be completed spring 2012 will be posted in the network folder.
 - Kanna will create a form for all faculty to use and make it as user friendly as possible.
 - Other information to include in the folder:
 - Old program and assessment forms
 - Department mission statements
 - Past curriculum reviews to use as reference

Meeting Adjourned at 11:00am