



Instructional Assessment
November 15, 2012
Library 103 – 3:15 pm
Minutes

Attendees: Tim Allwine, Brad Benjamin, Merry Bond, Brendan Glaser, Wendy Hall, Gina Osborn, Armando Herbelin, Natalie Richie (recorder)

Absentees: Hiedi Bauer, Laura Brener, Jim Dillinger, Catie Graham

Call to Order: 3:15 pm by Brad Benjamin

Discussion Items:

- **Master Timeline:** The Instructional Assessment Master Timeline was distributed to committee members for review. The timeline will be valuable resource to guide the committee & faculty over the course of the next 4 years. The document will be available on the internal Instructional Assessment Committee page for all faculty and staff to access
 - **Action Items:**
 - Natalie will format the timeline properties for search engine & website access.
- **Critical Thinking Rubric:** The final revisions for the Critical Thinking Rubric were reviewed and approved by the committee. Following procedures, the proposed changes will be submitted to Instructional Council for final approval. The final document will be presented at the January 4th Assessment day.
 - **Action Items:**
 - Brad will attend the next Instructional Council meeting scheduled for December 4th to present the proposed changes.
- **Communication Rubric:** The Communication Rubric was emailed out to faculty requesting suggestions for positive change to the document. Minimal changes were recommended. The Instructional Assessment committee decided to proceed with the rubric as is and will present material at the January 4th Instructional Assessment day.
- **January 4th Assessment Day:** A draft of the Assessment Day activity schedule was reviewed with committee members. The committee will review a final draft of activities at the December 6th meeting and assign any projects that need to be completed prior to January 4th.
 - **Action Items:**
 - Natalie will arrange a meeting for Wendy, Brad, and the Deans to discuss Assessment Day activities & prepare job market materials for each department.

- Wendy and Natalie will work with Dani Trimble and Tamra Bell to create a template to map out jobs for disciplines.
 - Brad will update the schedule to reflect today's discussions. A final draft will be reviewed at the next meeting held on December 6th.
 - Brad will invite a few faculty members to share their experience in researching environmental data/needs at the January 4th Assessment day.
- **Program & Degree Review:** A draft of the Curriculum & Program Review was distributed to committee members. Sections D-1 through E-1 were reviewed. A discussion was held on offering alternative activities when questions are not applicable to all departments; such as mapping possible career tracks by academic major, similar to mapping that has already been done for Professional/Technical programs.

Other Discussion:

- **General Outcomes:** There was discussion on changing the name, Numeracy to Quantitative Literacy. Committee members are encouraged to discuss the change with their departments and bring input back to the December 6th meeting. Following procedures, the proposed changes will need to be submitted to Instructional Council for final approval.
- **Global Skills Poster** – Please continue to take down any old Global Skill posters and return to Wendy Hall. Once a decision is reached on updating the Numeracy General Outcome, this poster will be updated and dispersed.

Next Meeting: December 6th at 3:15 pm in Student Center Conference Room A

Meeting Adjourned: 4:10 PM