



**Instructional Assessment**  
**June 5, 2013**  
**Library 103 – 3:15 pm**  
**Minutes**

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**Attending Members:**

Tim Allwine, Hiedi Bauer, Brad Benjamin, Merry Bond, Brendan Glaser, Wendy Hall, Gina Osborn,  
Natalie Richie (Recorder)

**Guest:**

Charlotte Persons

**Meeting was called to order:** 3:17pm

**Discussion Items:**

Charlotte asked the committee for guidance on how to approach collecting information to create a 3-year plan for self-paced learning. A recommendation was made to schedule a meeting with Maggie Stuart & Brendan Glaser to re-evaluate the need for data collection.

**Agenda Items**

**Review responses to evaluation questions** – The committee reviewed and discussed the responses to Section H of the Curriculum and Program Review documents. General themes included a need to clarify where data should be entered, what type of data to include, and a request to see the results of the work being put into C&P review process. There was discussion on how to address these concerns and included showcasing assessment work done by Jim Stanley at the fall assessment day to give faculty an example of what type of data to collect. Faculty has access to all department C&P documents which can be used to reference. There was also discussion on making the C&P document more user-friendly and eliminating editing restrictions.

- Tim will contact Jim in regards to presenting his assessment work at the fall assessment day.

**Communication artifacts** – A good sample has been submitted. Brad will be sending out an email at the end of week 10 to remind faculty to submit their artifacts. Department who have a lower participation rate will receive more reminders over the course of any given quarter to encourage participation.

**Summer Institute** – Details are being finalized for the 2013 Summer Institute. Participating faculty have been notified and Hiedi Bauer will serve as chair. The summer institute will be held the week of August 5<sup>th</sup>.

**Fall 2013 In-service day** – Fall Assessment Day will be held on Tuesday, September 17<sup>th</sup> from 8:00am - 12:00pm in the Student Center Commons. A general outline for the day was discussed and included: report on summer institute, C&P reporting which will include a presentation by Jim Stanley.

**Meeting was adjourned:** 4:15pm

**Next Meeting:** Fall 2013

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The mission of Lower Columbia College is to ensure each learner's personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.