



**Instructional Assessment**  
**October 17, 2013**  
**Library 103 – 3:15 pm**  
**Minutes**

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**Attendees:**

Tim Allwine, Hiedi Bauer, Brad Benjamin, Merry Bond, Gina Challed, Jim Dillinger,  
Wendy Hall, Armando Herbelin, Natalie Richie (Recorder)

**Call to Order:** 3:15 pm by Brad Benjamin

**Agenda Items**

**Fall Assessment Day** – Overall the fall assessment day received positive responses. The collaborative format facilitated in depth discussions and gave a good overview of the Summer Institute work. Deficiencies in communication artifacts were identified at the summer institute and shared at the fall assessment day.

**Winter C&P review** – Winter assessment work will focus on section B2-B12 of the C&P review documents. The section was distributed and reviewed by the committee and background information was shared on how the questions were formulated.

**Winter Assessment Day** - The next assessment day is scheduled for January 3<sup>rd</sup>. The numeracy rubric was distributed for review. The footnote will be removed at the request of the committee. Brad will email the rubric, and encourage faculty to begin thinking about the collection of numeracy artifacts to be reviewed at the Summer Institute 2014. Discussion was held on how much time would be needed, this will be revisited at a future meeting.

**C&P Documents** – There was a request by the Accreditation team to include text-box free documents and to add a checkbox for reviewed/updated. Discussion was held on the current format of the C&P review document. Some suggestions were made to format questions to specifically request data by identifying when quantitative versus narrative information is needed. This will be discussed at a later meeting and if changes are made, an enhanced version of the C&P review document can be presented at the winter assessment day in February. There was also a request to include an automatic date stamp on each document which provides a method for tracking the last time a document was updated. Natalie and Wendy will work on updating the forms to provide this option.

**Next Meeting:** November 21 @ 3:15 pm in Library 103

**Meeting Adjourned:** 4:14pm