



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

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**Attendees:**

Tim Allwine, Brad Benjamin, Merry Bond, Gina Challed, Brendan Glaser, Wendy Hall,  
Armando Herbelin, Natalie Richie (Recorder)

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

**AGENDA ITEMS**

**January 3<sup>rd</sup>, Assessment Day:** Discussion was held on the assessment day schedule, scheduled for 8:30-12:00pm in PSC 104. Topics to be presented include a general overview of the C&P process, the importance of faculty's role in the process, clarify information needed in sections B2-B12, and provide breakout sessions with departments to ensure clarity on expectations. Armando will invite Renee Carney to showcase what information and analytics can be attained through Canvas. Joan Herman, faculty professional development coordinator, is arranging an afternoon training opportunity. Brad and Brendan will send emails inviting faculty & deans.

**Winter C&P review – B2 –B12:** Primary goal is for departments to identify how data is collected and accessed, and determine whether students are attaining identified course outcomes. A dashboard to record the data would be ideal to capture the results. There was discussion on the format of questions B2 – B12 and whether they clearly state what information is being requested, quantitative vs. narrative. There was discussion on reordering the questions for a better flow. A follow meeting will be held on Monday, December 9 to continue this discussion.

**Strategies for increasing C&P review participation:** This will be a reoccurring agenda times. Wendy will attend a January Instructional Leadership meeting to discuss the dean's role in the C&P review process.

**Finalize Numeracy Rubric:** Instructional Assessment held a brief overview of the numeracy rubric. The committee agreed to move forward the current rubric.

**Next Meeting:** December 9 @ 3:00 pm in Library 103

**Meeting Adjourned:** 4:18pm