



**Instructional Assessment**  
**January 16, 2014**  
**Library 103 – 3:15 pm**  
**Minutes**

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**Attendees:**

Tim Allwine, Hiedi Bauer, Brad Benjamin, Merry Bond, Gina Challed, 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 Debrief:**

Discussion was held on the general overview of the winter assessment day. General consensus was it was a productive day which provided the opportunity to hear what faculty have tried, exchange of information, and for people to ask questions. Some disciplines identified a need to reassess program outcomes to be more easily measured. The emphasis on why assessment is crucial, to stay in compliance with accreditation standards, was clearly expressed.

Areas for improvement include: identify disciplines who are not completing assessment work & work with dean/faculty to collect required data; Identify professional/technical disciplines where a full time faculty member is not available to work on assessment; consider the timing of assessment day, day prior to first day of instruction may not be ideal for faculty, although it may impact your planning for classes.

The committee recommends a full day be held for the spring assessment day to ensure enough time is allocated to complete work.

**Spring C&P review – C1-C7 (Curriculum):**

The spring assessment day will be dedicated to complete follow up work on section B. Section B was discussed and ideas were shared on how to collect data at the winter assessment day. The committee reviewed section C1 - C7 (curriculum) on the curriculum & program review document. Two revisions were suggested, clarify C5 (now C4) and reorder the progression of questions to allow for reflection on previous questions and provide a better outlook.

Natalie will email committee members the revised C1-C7 section for review prior to changes be made to C&P files.

Wendy will request catalogs from a public universities to provide assistance for C-6.

**STANDING AGENDA ITEM:**

**Strategies for increasing C&P review participation** – Identify prof/tech disciplines where a full time faculty member is not present. Identify who will take on assessment work for that discipline. Look at alternative days for assessment work (day after holiday).

**Next Meeting:** February 20, 2014 @ 3:15 pm in Library 103

**Meeting Adjourned:** 4:15pm