



Instructional Assessment
March 13, 2014
Library 103 – 3:15 pm
Minutes

Attendees:

Brad Benjamin, Merry Bond, Gina Challed, Armando Herbelin, Wendy Hall (recorder)

Call to Order: 3:15 pm by Brad Benjamin

AGENDA ITEMS

Spring Assessment Day

Schedule for the April 4th Assessment Day is as follows: 8:30 start time followed by either department-specific work time, or a more general help session (a room will be reserved for each of the deans to work with their faculty). Reconvene at 2:00pm to report out on work accomplished. Brad will email the deans to request that they communicate with their departments regarding plans for the day. Wendy will make sure Natalie has the schedule information to include in the email to faculty for April 3-4. It would be preferable to get the schedule information out before spring break.

Collection of Artifacts

Brad sent another email reminder to faculty last week. For spring quarter, we will discuss whether or not to request artifacts from specific disciplines. Description of the assignment and answer keys (where applicable) will be requested in future emails and/or when the artifacts come in to the IR Office.

Application Process for Summer Assessment Institute Applications –

Applications will be sent out on April 14th with a deadline of April 25th. Brad and Wendy will meet with Grace to get her preferences on candidate selection. As in past years, there will be 9 readers and one coordinator. Wendy will encourage faculty in quantitative disciplines to apply.

Next Meeting: April 17, 2014 @ 3:15 pm in Library 103

Meeting Adjourned: 4:15pm