



**Instructional Assessment**  
**October 9, 2014**  
**Library 103 – 3:15 pm**  
**Minutes**

**Attending Members:** Hiedi Bauer, Brad Benjamin, Merry Bond, Darlene de Vida, Jim Dillinger, Wendy Hall, Stefanie Neill, Natalie Richie (recorder)

**Agenda Items:**

- **Integration of Professional Development Activities into C&P Review process:** A discussion was continued from last spring on the benefits of including a section on the C&P review document which would assess professional development activities for each discipline. Faculty are encouraged to engage in professional development activities to improve curriculum and student learning. The goal of including a professional development section would be for faculty to assess how funds and resources were used and how the professional development opportunities applied and enhanced curriculum and programs. A recommendation was to incorporate this into the current C&P review document. Brad and Wendy will draft questions to be added to section G (action plans) and bring back to the November meeting.
- **C&P Review:** The committee agreed the fall assessment day was well received. A good portion of disciplines completed D-1 (environment) and E-1 (resources) portion C&P document. Representative shared department feedback which included what worked well and what could be improved for future assessment days. Some department are now using Google docs to track aggregated scores across multiple instructors. Darlene's support for accreditation work over the summer was recognized and appreciated.
- **November 10<sup>th</sup> Assessment Day:** Discussion was held on how to incentivize faculty to attend the November 10<sup>th</sup> Assessment day being that is scheduled for the Monday before a Tuesday holiday. Faculty will be asked to complete sections D (environment), E (resources), and F (reflections), and include any additional data received into section B-7. A request was made for deans to be given a copy of the respective discipline's C&P documents to review and provide recommendations for areas of improvement prior to the November 10<sup>th</sup> Assessment day. The Assessment day will be scheduled for a 9:00am kickoff in HSB 123.
- **Summer Institute Results -** The summer institute was held over the summer and was conducted to assess LCC student artifacts collected during the 2013-14 academic year for Numeracy. The institute consisted of nine faculty readers and one faculty coordinator. The full report is available online: [2014 Summer Assessment Institute NUMERACY Summary Report](#). The submitted artifacts were in written form, and were scored on a scale of 1 to 5, 5 being high. The overall aggregate score was 3.4, which was higher than the 3.1 goal. For anyone who has not participated in a Summer Institute please consider it for next year. Next summer the focus will be on artifacts for the [Interpersonal Relations Rubric](#). A request was made for faculty to begin collecting video artifacts. Brad will send out a request for interpersonal relation artifact collection in December.
- **Data Tools for faculty –** Institutional Research is currently working on a tool to assist faculty with assessing student success through multiple lens. A short video is being created which will take faculty through a step-by-step process on how to use the tool. A recommendation was made to show the video at the November 10<sup>th</sup> Assessment day, future assessment days, and it could be added as a Professional Development Module in CANVAS.
- **15/16 Assessment Days –** A review of the proposed 2015-2016 Academic Calendar was reviewed. An assessment day will be held during Fall In-service week, September 14-18<sup>th</sup>. The winter calendar does not provide a natural break for an Assessment day. The committee would like to recommend moving

the 'winter' assessment day to March 31<sup>st</sup> and keep the April 1<sup>st</sup> spring assessment day. The recommendation will be shared with the Calendar Committee.

**Other:**

- **Accreditation Visit:** An invitation was sent out to Instructional Assessment committee members, who were available, to meet with Accreditors on Wednesday, October 22nd at 11am.
- **Committee Members:** The social science department does not have a representative serving on the Instructional Assessment Committee. A recommendation was made to invite Jim Franz to join the committee. The membership of this committee is appointed by the Vice President of Instruction, Brad will contact Brendan to make the formal request.

**Standing Item:**

- **Strategies for increasing C&P review participation** - Faculty participation is trending upwards. It was noted, there is a need to increase the involvement of the instructional deans.

**Next Meeting:** November 20<sup>th</sup>, 2014

**Meeting Adjourned:** 4:35

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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.