



**Instructional Assessment**  
**November 20, 2014**  
**Library 103 – 3:15 pm**  
**Minutes**

**Attending Members:** Tim Allwine, Hiedi Bauer, Brad Benjamin, Merry Bond, Jim Franz, Brendan Glaser, Wendy Hall, Stefanie Neill, Natalie Richie (recorder)

**Agenda Items:**

- **Integrating National or Accreditation Standards into C&P document (primarily Prof/tech):** The discussion continued on the potential benefits of identifying which programs report to an outside accrediting body. A recommendation was made to incorporate this into the current C&P review document as a 'check all that apply' option. Brad and Wendy will create a draft and bring back to the January meeting.
- **Presentations at end of C&P Review Cycle:** A discussion was held on asking disciplines to prepare a presentation, capturing an assessment of the 2-year cycle evaluation. The purpose of this exercise would be for disciplines to report on Key Findings (what is working well, what adjustment faculty made as a part of the C&P process) and share what is needed to be more successful in continuing these efforts. One recommendation was to host the presentations during the Fall 2015 Fall In-Service week and invite President's Cabinet who can help provide institutional support in assessment efforts. To accommodate this request, the committee could combine the Fall 2015 sections, A1 (mission), B1 (outcomes) with the winter 2016 sections, B-2 through B-12 (outcomes). Committee reps were asked to discuss this with the respective departments and bring feedback to the January meeting.
- **Last date of Course Plan Revision C-7 question:** A recommendation was made to the committee to consider including a question which captures when a disciplines course plan was last revised into the C&P document. The interest was to ensure that the course outcomes being evaluated were current in one's discipline. After a quick analysis there are several courses which have not had an update course plan for over 10 years. The committee was interested in incorporating this into the current C&P review document. Brendan will draft a question and bring to January meeting.
- **G – Professional Development:** An initial draft to Section G was reviewed. The intent of including additional questions to this section was to assess professional development activities for each discipline. The committee made additional suggestions to the initial draft. Brad and Wendy will update the draft with suggested changes and send out via email for committee review. Once approved changes will be added into the C&P documents.

**Other:**

- **SCALE vs On Course:** A discussion was held on the quality of the two trainings & which the faculty found to be the most impactful. The majority felt the SCALE Training was much more impactful and recommend this training again over the On Course. Over 90 faculty members attended the SCALE training in the Fall of 2013.

**Standing Item:**

**Strategies for increasing C&P review participation** - Faculty participation continues to trend upwards.

**Next Meeting:** January 22, 2015

**Meeting Adjourned:** 4:32