



**Instructional Assessment**  
**January 22, 2015**  
**Library 103 – 3:30 pm**  
**Agenda**

**Members:** Tim Allwine, Brad Benjamin, Merry Bond, Darlene De Vida, Jim Dillinger, Jim Franz, Armando Herbelin, Stefanie Neill, Natalie Richie (recorder)

**Call to Order:** 3:33pm

**Agenda Items:**

**Integrating National or Accreditation Standards into C&P document (Section I):** Brad and Wendy prepared Section I, which primarily applies to Professional Technical programs who have National or Accreditation Standards. The committee reviewed the additional questions proposed in section I and approved piloting the section at the spring assessment day.

**Presentations at end of C&P Review Cycle:** Department representatives confirmed that most department would be open to showcasing Assessment efforts at the Fall In-service Assessment day. Brad confirmed it would be on a volunteer basis. The committee would like to extend an invite to President's Cabinet to attend and hear about the Assessment process, the value of designated Assessment days, and to share how cabinet can support Assessment efforts. The tentative agenda for the Fall In-service schedule includes holding the C&P review presentations with cabinet, report out on the Summer Institute and then proceed to the quarterly assessment work: A-1 and B-1.

**G – Professional Development: (Section G)** The committee reviewed section G which now includes a question regarding all professional development opportunities faculty have participated in over the past two years, not just limited to LCC offered trainings. The committee approved the revised section.

**Schedule new sections (H & I) -** Add to section G review, spring 2015? - The committee approved section I, and requested that section H be removed from the Curriculum & Program review document and turned into a departmental survey which will be conducted at the Spring Assessment day. With that recommendation, section I would replace section H. Darlene and Natalie will draft a set of survey questions and bring to the February meeting to be reviewed. The addition of the 'Other' section will be made on all Curriculum & Program review documents. The committee agreed that this section could be completed in addition to Section G, Action Plan in the spring which will keep this a 2-year review cycle.

**Summer Institute -** Early February Brad will send out an email to faculty requesting artifacts for the Summer Institute.

**Standing Item:**

- Strategies for increasing C&P review participation – Committee was impressed with turn out at the November Assessment day which fell on a Monday before a Tuesday holiday.

**Next Meeting:** February 19, 2015