



Instructional Assessment

March 19, 2015

Library 103 – 3:30 pm

Agenda

Members: Brad Benjamin, Darlene deVida, Jim Franz, Brendan Glaser, Wendy Hall, Amber Lemiere, Stefanie Neill, Natalie Richie (recorder)

Agenda Items:

- **Application process for 2015 Summer Assessment Institute** - A call for faculty interested in participating in the 2015 Summer Assessment Institute will be sent out via email by Wendy during week two of spring quarter. The committee will review applicants at the May meeting. Department representatives should encourage other faculty members to apply.
- **Artifact Collection - Interpersonal Relations** – Brad will send an email requesting faculty submit Interpersonal Relation artifacts. Submissions can be sent to Wendy (whall@lcc.ctc.edu) or himself (bbrampton@lcc.ctc.edu). These artifacts will be used at the 2015 Summer Assessment Institute.
- **Assessment Day Spring 2015** – The Spring Assessment day is scheduled for April 3rd. The Faculty Appreciation Breakfast will be held from 8:00 – 9:00am in the Student Center Commons followed by assessment activities beginning at 9:30am in PSC 104. The Language and Literature department will be conducting assessment work on April 1st with most full-time and part-time faculty in their department.

The Spring Assessment Day's activities include:

- Complete G-1 to G-6 (Action Plans) and H-1 to H-3 (Other)
- Complete any unfinished sections from the Winter 2015 Assessment Day (D-1 through E-1, and F-1)
- Continue to work on Section B-12

The full schedule of assessment day activities can be found here: [Curriculum & Program Review Schedule](#). If faculty need access to the shared Curriculum & Program Review folder, please contact Natalie (nrichie@lcc.ctc.edu).

The All Faculty meeting on April 2nd will focus on the development of the Academic Master Plan. Departments/disciplines will be asked to identify current program projects and identify what the department would like to accomplish in the next few years. It was mentioned that departments may have identified this during the Curriculum & Program Review process.

Discussion was held on what should be included on the Fall Assessment day. Recommendation included:

- Debrief from Summer Assessment Institute
- "Close the loop" on the last review cycle
- Share outcomes from Assessment Activity Survey
- Begin section A1 - B1
- Take all the data collected over the previous quarters and assess it (continuous assignment)

Discussion was held on the purpose of assessment and methods for incorporating it across multiple disciplines. Accreditors want to see a full life-cycle of assessment work including: compiling data, assessing the data, and adjusting curriculum efforts based off the findings. Discussion was held on barriers the Industrial Technology department faces incorporating assessment into their curriculum. One recommendation was to offer a peer review, or job shadow, for identified disciplines. This could include matching faculty who are proficient in assessment efforts and pairing them with a faculty member who would like assistance collecting, assessing, and inputting data into the Curriculum & Program Review documents.

Amber shared that some pre-college faculty are using the Outcomes Gradebook in CANVAS which compiles and assess outcomes-based data for faculty. There is a high level of involvement needed with the CANVAS system administrator (Renee and Sarah) to align the course outcomes. The committee expressed the need for further CANVAS training.

- **Assessment Activities Survey – review revised survey** - The revised Assessment Activities Survey was distributed for review. Survey questions were added to the initial draft to collect both formative and evaluative data, and to identify which departments completed the survey. The Assessment Activity Survey will be uploaded and distributed on Chromebooks. Faculty will submit one survey as a department.
- **Instructional Council Recommendations** – Instructional Council's recommendations for improving Assessment day activities was reviewed and discussed.
 - Organization – Notify departments of scheduled activities and what data faculty may need to bring
 - Request for Evaluation of Assessment days – Opportunity to evaluate and provide feedback on assessment efforts
 - Ensure room is set up & ready to go (technology working properly) – This should not be an issue in the Physical Science Building.
 - Provide a Powerpoint to follow along withBrad will send an email by the end of the week sharing the agenda for the April 3rd Assessment day and include a link to the master Curriculum & Program Assessment Schedule which captures what's coming up next.

Standing Item:

- Strategies for increasing C&P review participation – discussion was held throughout the meeting.

Next Meeting: April 16, 2015