



Instructional Assessment Committee

Minutes

November 9, 2017

Attending: Tim Allwine, Brad Benjamin, Merry Bond, Wendy Hall, Melinda Harbaugh, Armando Herbelin, Amber Lemiere, Lucas Myers, Stefanie Neill, Gary Roeske, Betsy Richard (tenure track obligation)

- **FOLLOW UP ITEMS:**
 - Numeracy artifacts—Brad sent out an email reminding faculty to have their artifacts ready for assessment.
- **Survey questions for capturing assessment work in our next accreditation report**
 - Follow up to last meeting: Winter Assessment day isn't until the end of March. Collect information via survey monkey. Each discipline pick one outcome and describe some real data collected. Describe how data is used to enhance teaching. (ECON and NURS = use for examples if needed, perhaps on a later round if responses are not coming in) Timeline=send out 1st round soon. Due by end of January. Additional comments...(5th question)
- **Potential video recordings of faculty discussing assessment work (also related to accreditation)**
 - A number of options were discussed regarding recording upcoming assessment sessions. Will attempt to record breakout sessions at March assessment day/s if enough volunteers to do the recording can be identified. Video/s will be shared to Assessment page for those that miss the breakout sessions.

Procedural template for our committee (from Procedure 100.1A)

Wendy shared a draft of the Administrative Procedures, Procedure No. 100.1A, Policy No. 100, noting that not all of the bulleted items would apply to this committee, and the current version of the [committee webpage](#). The page will be updated as follows:

The Instructional Assessment Committee supports institutional accountability and improvement by facilitating the assessment of student learning outcomes at LCC.

The Instructional Assessment Committee reports to the Vice President of Instruction and is supported administratively by Effectiveness & College Relations as well as the Office of Instruction.

The committee sets the [Master Instructional Assessment Timeline](#) and facilitates:

- Quarterly assessment days (see [Faculty & Staff Calendars](#) for dates)

- [Curriculum and Program Review](#)
- [Global Skills Assessment](#), including maintaining the rubrics:
 - [Communication](#)
 - [Critical Thinking](#)
 - [Interpersonal Relations](#)
 - [Numeracy](#)

The Instructional Assessment Committee plays a vital role in the college's regional accreditation process with the Northwest Commission on Colleges and Universities.

The committee is comprised of faculty representatives from all instructional departments and is chaired by a faculty member. An instructional dean and representative from Effectiveness & College Relations serve as ex-officio members. Faculty representatives are appointed by the Vice President of Instruction, who also appoints the faculty chair.

Meetings are held at least twice per quarter during the academic year.