



Instructional Assessment Committee

Minutes

March 8, 2018

Attending: Tim Allwine, Brad Benjamin, Merry Bond, Jim Franz, Wendy Hall, Melinda Harbaugh, Armando Herbelin, Amber Lemiere, Holly McShane, Stefanie Neill, Natalie Richie

FOLLOW UP ITEMS:

- **Chair for spring term-**
 - Brad will be off campus Spring quarter for paternity leave. Merry Bond will volunteer.
- **Printing Curriculum & Program Review reports for the accreditation exhibit room-standing item**
 - WH-gearing up for October accreditation visit. Need input on how to gather documents. Depts. will have to indicate which docs they want shared. Please go back to your depts. and ask what docs are to be shared. Some docs need updated titles/headers. BB-timeline-needed before faculty leave in June. Roll this in to assessment day. Lucas will run assessment day, in case BB is not able to attend.
- **Planning for spring assessment day**
 - 8:30-9:00 - Introduction and welcome to in-service days with a focus on the Fall Accreditation visit.
 - 9:00-10:15 - Curriculum & Program Review breakout by Meta Majors to compare/contrast sections B-2--B-12 with special emphasis on B-7 (data collection)
 - 10:15-10:30 - Break
- **Artifact Collection (Numeracy)-**
 - Brad continues to send out reminder emails. A few packets of data have been received to date. Sarah is able to download data from Canvas.