



Instructional Assessment Committee

Minutes

April 12, 2018

Attending: Merry Bond, Wendy Hall, Melinda Harbaugh, Armando Herbelin, Amber Lemiere, Holly McShane, Lucas Myers, Gary Roeske

Guest: Jacqueline Daily (as part of the Tenure Track requirement)

**FOLLOW UP ITEMS:**

- **Summer Assessment-Survey Monkey-**
  - Eleven applications received so far. Survey takes two minutes to fill out.
  
- **Where/How to get faculty to get Wendy their information from B-7 of the Curriculum & Program Review-**
  - Faculty need to clearly identify the most recent material in the shared C&P folder. Wendy would prefer the faculty send her the most current information by email. Deadline is May 31st. This information will be shared at the next Instructional Council meeting.
  
- **Debrief of March Assessment Day**
  - Good participation.
  - Anita Quirk brought her CJ material to share and talk through some potential assessment ideas.
  - Armando had a small group.
  - Tim had a group of 20 or so participants.
  - Prof/Tech breakout session: need to do some credit or program shifting, have a game plan in place of what to do next, good idea to keep having the same group meeting each assessment planning days.
  - Next time around-do the same groups.
  - SCALE Institute: 1 or 2 days?
  
- **Artifact Collection (Numeracy)-**
  - Reminders will be sent out to faculty for artifacts.

- Wendy reminded the committee that the Year-7 Report deadline is coming soon. Our alignment of processes is critical. Academic Master Planning- really important to show how we do this planning.