



## Instructional Assessment Committee

### Minutes

November 15, 2018

Members: Tim Allwine, Trey Batey, Brad Benjamin, Merry Bond, Jim Franz, Wendy Hall, Melinda Harbaugh, J Haynes-Hughes, Armando Herbelin, Lucas Myers, Stefanie Neill, Natalie Richie, Gary Roeske, Barry Walther, Julie Smith (recorder)

Guests: Anita Quirk, Mary Hebert

#### **FOLLOW UP ITEMS:**

##### **Agenda Items:**

- **Accreditation Visit Debrief:**
  - Kudos-Wendy congratulated the committee on the successful accreditation visit and assessment commendations. Wendy is receiving inquiries about what we're doing. LCC should be proud! Armando noted that a lot of hard work was put into the prep for accreditation.
  
- **Assessment of related instruction (recommendation):**
  - NW Commission standards are being updated and will roll out in January 2020. Next time we will be working with a different set of standards, but will still have to work on our one recommendations. We have (professional/technical) disciplines that are notably missing from participating in the summer institute process, which contributed to the recommendation about related instruction.
  - Summer Institute in the beginning was built for the DTA, not professional-technical. Wait for full report and address the recommendation.
  
- **Quantitative Literacy (summer institute findings recap and review rubric):**
  - As reported during in-service week, the summer institute team recommended trying a different rubric for 2019, Wendy handed out the AAC&U quantitative literacy rubric to committee. Need to get better artifact collection from disciplines. Brad will go around to different departments and help understanding of what needs to be collected. Please go back to your departments and remind faculty about artifact types and collection need. IAC members willing to visit prof/tech departments and help identify numeracy artifacts is welcomed.
  - Brad will send out email requesting artifacts, following the latest rubric. Emails can be expected on Nov. 11th, Nov. 30th, and finals week. The rubric is posted on our Global

Skills webpage.

- **Start review of Curriculum & Program questions/move the C&P to Google Docs!**
  - This year we will start the process of reviewing and revising the C&P questions. Should remove any unnecessary or redundant questions, look for information gaps, and incorporate an equity lens.
  - Have a training day to help faculty get proficient in using Google drives (breakout session during designated assessment day or days).
  - Wendy recommended that the transition to Google involve starting with clean, unfilled document in google drive that faculty can either copy and paste or start anew.
  - Smaller group consisting of Tim, J, Brad, Trey, and Jim, will work on refining the instrument.
  
- **Assessment day winter/spring and sharing C&P documents**
  - Possible break-out sessions include:
    - Writing measurable outcomes (Wendy)
    - Creating Industrial Tech artifacts
    - Creating a tutorial (Tim)
    - Rubrics in Canvas (Armando)
  - Use the “fishbowl” method to demonstrate norming/assessing with new rubric. Possible artifacts to use include:
    - J will look through her old tech writing proposals.
    - Tim has some samples from his business classes.
  - Future breakout session (once the new VPI is on board/established) - have a session on closing the loop.
  - 8:30 in HSB 101, breakout rooms in 104, 105, 106, 107. AAR 105, 110?
  - Other ideas, possibly for spring assessment day: course level outcomes vs. program level outcomes; provide training on how to fill out Curriculum Committee forms then run actual Curriculum Committee meeting in the afternoon.