



Instructional Assessment Committee

Agenda

June 13, 2019

Members in attendance: Tim Allwine, Trey Batey, Merry Bond, Kristen Finnel, Wendy Hall, Janell Haynes-Hughes, Armando Herbelin, Karen Joiner, Lucas Myers, Stefanie Neill, Gary Roeske, Barry Walther, Tamara Boyco (recorder)

FOLLOW UP ITEMS:

Agenda Items:

- Final review of Curriculum & Program Review instrument ([see attached](#) C&PR_R3 doc) – action needed
 - The Committee had reviewed the Curriculum & Program Review Instrument. Karen reiterated the reasoning behind the suggested changes. This document will be available on Google Docs where input will be possible. Tim Allwine made a motion to accept the changes. Brad Benjamin 2nd the motion. Motion carries.
- Documentation of Spring Assessment Day Activities re: Related Instruction
 - Documentation of Spring Assessment Day: Several committee members asked who would gather the information ...Karen mentioned the Deans will do this. Each four global skills need to be addressed. Re-written programs will be live as of July 1st and will also be included in the Course Plans. Wendy will talk with the Deans.
- Fall Assessment Day
 - The committee reviewed the schedule and listed the eight Career Pathways that will be focused on:
 - Accounting & Business
 - Arts & Communication
 - IT
 - STEM
 - Health Sciences & Wellness
 - Manufacturing, Trades & Transportation
 - Social Science, Humanities, Criminal Justice
 - Teacher Education
 - Each section will need a “User” to input information. A mini conference or training session needs to be offered in the morning to teach Google Docs instruction and the afternoon made available for those people to put the information into Google Docs. People chosen to work with each section need to be proficient with Google Docs, or “Super Users”. Sarah Griffith will also be a key player to help navigate through Google Docs and dashboards as well as input information. Wendy will revise the previous schedule displayed in the May minutes and will send it out in an email to the committee.

- Summer Assessment Institute
 - Summer Institute: July 16-17 in the Student Center. Food will be provided. Brad and Wendy will meet the week before to discuss final preparations needed. Time lines will be emailed. Guests are welcome and will be considered “observers” but they won’t participate in scoring. Several committee members will also participate. Wendy mentioned a need for an alternate in case of emergencies.
- Portfoliun (CANVAS add on) comments
 - Brad met with the sales spokesperson from Portfoliun and watched a webinar on the services offered through this program. Besides being free for life for students, it can serve as a social network, information loaded can be viewable in multiple locations, it is viewable for assessment, job boards, creditation, uploading resumes, etc. Similar programs have been used in the past, for example; Angel. Price will be the factor. Additional information is needed, including pricing. Sarah Griffith will meet with a representative for more details.
- Artifact Collections
 - Wendy said information is being collected. Brad will send another email to faculty, calling for more artifacts. eLearning will be assisting with collection as well as sending a message out on Canvas. Information can be emailed to Wendy. She and Brad can also be consulted as far as what to print, which info is being looked for as well as how to collect it.