



Instructional Assessment Committee  
Minutes  
February 13, 2020

Members present: Brad Benjamin, Catie Graham, Wendy Hall, J Haynes Hughes, Gary Roeske, Barry Walther, ~~Armando Herbelin~~, ~~Karen Joiner~~, ~~Lucas Myers~~, ~~Stefanie Neill~~, ~~Kristen Finne~~, ~~Jim Franz~~, ~~Tim Allwine~~, ~~Trey Batey~~, ~~Josie Zbaeren~~ Guests: Dana Cummings & Joanna Mosser  
Rachel Mystic (recorder)

[January Minutes](#)

**FOLLOW UP ITEMS:**

**Agenda Items:**

- **Portfolium followup**
  - Lewis & Clark is using product for assessment. A site visit might be beneficial. A meeting could provide proof that the system is as useful/seamless/easy as the company claims. Earlier is better for decision making as July is the cut-off for requesting funding through Guided Pathways.
    - Brad will look into set-up costs and timeframes to see if the \$10000 annual price tag is actual cost.
  - Tell Cabinet that this tool is needed and Portfolium is the tentative choice: J and Catie proposed and seconded, but a full vote could not be made without a quorum.
- **Winter Assessment day debrief**
  - Prof Tech was successful in submitting 100% of plans, hopefully bringing us into compliance.
  - Brad was pleased with the video artifacts that were submitted to demonstrate interpersonal relations.
- **Planning for spring assessment day (C&PR section C)**
  - Half Assessment, half Guided Pathways (GP) will be the focus for Spring
  - 9:00-12:00 for the assessment half would be preferable
  - Meet and brainstorm to answer any questions that might stall progress later, such as: quarter to semester conversions, transfer issues, and what-ifs.
    - C1-C4 first for documenting collected data.
    - C5-C7 are very GP and transfer focused - save for end as the remainder of the day is GP.

***Tabled until administrative representatives can be present to give details about the GP portion of the day.***
- **Video submissions from Brenda Carpenter (Brad's email)**
  - Nine of them!
- **Other**
  - Summer Institute - very beneficial but planning and scheduling is difficult. Applications will go out soon.

**Standing Items:**

- **Artifact Collections**
  - More needed.