



Instructional Assessment Committee

Via Zoom

Minutes

May 20, 2021

Members (attendees noted in bold font): Tim Allwine, **Trey Batey**, **Brad Benjamin**, **Merry Bond**, **Gina Challed**, **Kristen Finnel**, **Jim Franz**, **Catie Graham**, **Wendy Hall**, **J Haynes Hughes**, **Armando Herbelin**, **Michaela Jackson**, Karen Joiner, **Joanna Mosser**, **Lucas Myers**, Gary Roeske, **Barry Walther**, **Josie Zbaeren**  
**Julie Smith** (recorder) Guests: **Amber MacLaren (TT)**.

**AGENDA ITEMS:**

1. Portfolium.

Sarah Griffith and Wendy Hall have been working on Portfolium implementation. The summer institute participants will receive training on August 9th, and there will be a training for all faculty on assessment day during fall in-service week (September 16th).

2. Summer Assessment Institute.

Eight participants so far with one possible addition. The institute will occur the week of Aug. 9th. Using Portfolium, this will be the learning year so we will likely not assess a large number of artifacts. More engagement is needed to keep the Summer Assessment Institute going, especially with nursing no longer participating. If we don't get sufficient participation both in terms of artifacts and evaluators, we will need to come up with an independent Global Skills assessment method for each academic transfer discipline, like we have in place for professional/technical (Related Instruction).

3. Assessment of Related Instruction.

Faculty should keep this information in the shared Curriculum & Program Review file on Google Docs.

4. Mid-Cycle Evaluation.

English, Machine Shop, and Chemistry are highlighted areas within the Mid-Cycle Evaluation. Faculty from those areas may be interviewed by our Evaluators in October.

5. Reflections included in our report will likely provide the basis for the feedback from our evaluators. Topics related to the committee include:

- a. Reporting on Related Instruction scores institutionally, like we do for academic transfer through the summer institute. This will likely be an accreditation expectation, so we will need to develop our methodology. Using Portfolium for Related Instruction would resolve this issue.
- b. Improving our methodology for assessing Interpersonal Relations.
- c. Developing our "closing the loop" process for the end of each Curriculum and Program Review cycle.
- d. Determining how to monitor completion and quality of Curriculum and Program Review reports.

Possibly hold sessions during fall assessment day on items a-c above. For item a, we should hold a review session for prof/tech faculty to see if they want to revise the indicators to better meet their needs. Note: the outcomes themselves are "owned" by Instructional Council and can't be changed by the committee,

but the committee “owns” the indicators.

6. Other business?

- a. Next meeting on June 17th to discuss assessment day and Mid-Cycle Evaluation.
- b. The group determined that we would label our Global Skills rubrics in the following way: Exceeds (5), Meets (3), and Needs Improvement (1).

**Meeting adjourned at 3:50 p.m.**