



January 6, 2023 - Minutes

Members attending: Tim Allwine, Trey Batey, Brad Benjamin, ~~Merry Bond~~, Gina Challed, Kristen Finnel, Jim Franz, Catie Graham, Wendy Hall, Armando Herbelin, Michaela Jackson, Abbie Leavens, Amber Lemiere, Joanna Mosser, ~~Lucas Myers~~, ~~Gary Roeske~~, Barry Walther, Josie Zbaeren

1. Debrief of winter assessment day
 - a. Apologies were made regarding the modality change following the December committee meeting, which caused planning challenges for some people. The reversion to in-person was due to the significant technological resources needed to conduct interviews and the panel in "hyflex" format. Better advanced planning should alleviate any future problems of this nature.
 - b. The in-person connections at the meeting were beneficial for new/newer faculty.
 - c. Questions were raised about the feasibility of holding some assessment activities within the Friday meeting day format rather than at the beginning of the quarter, which may be an issue for the calendar committee to discuss. One option may be to split assessment activities into two half days, with the first half at the beginning of the quarter, and the second half at mid-quarter. A suggestion was made to consider the first Friday of the quarter rather than the day prior to the start of the term to complete assessment activities.
 - d. It was noted that technology, particularly audio, is still problematic for people attending "hyflex" meetings remotely.
 - e. A request was made to provide ASL interpreters at assessment day events.
 - f. Section "F" questions were a little confusing when separated from the C&PR instrument. The discrepancy can be alleviated in the next update of the C&PR instrument.
 - g. Evaluation results were reviewed. It was suggested that in future evaluations, we ask if the activities/structure assisted with producing high quality outcomes.
2. Values discussion
 - a. It was suggested that the committee develop a set of values to apply to assessment activities. Values we will strive to achieve with assessment day activities include:
 - i. Include interdisciplinary interaction
 - ii. Balance time together with time to work alone and/or with the department to get the work done on the designated day
 - iii. Provide a welcoming environment for new/newer faculty

1. Offer a welcome/orientation session every quarter, not just in fall
 2. Assign new faculty assessment mentors (IAC members)
 3. Invite new faculty to attend IAC meetings
 - iv. Provide ongoing support throughout the day (by Effectiveness and College Relations staff) via in-person, Zoom and/or phone
 - v. Enhance transparency by ensuring faculty have all the necessary links and resources readily available on assessment day agendas and on our faculty-staff website
 - vi. Whenever possible, focus on “make and take” activities that result in tangible strategies that can be applied in the classroom to enhance teaching and learning.
3. C&PR Update
- a. The collection tool for the next C&PR update was discussed. Although Canvas would enhance some aspects of the process for faculty, it was determined that it is not sufficient for documentation (accreditation) purposes. As an alternative, the Effectiveness and College Relations web team will work to enhance the user interface in Google (or a similar tool), focusing on some specific problems like single-text box limitations and auto-dating entries as faculty add information over the years. Improving the assessment webpages on the faculty-staff website is another way to enhance the process for faculty and should be explored.
 - b. The C&PR instrument needs to be updated. Wendy volunteered to create the first draft, which can then go to a subcommittee of IAC (whoever is interested) for feedback before coming to the full committee. One consideration to incorporate is which sections lend themselves to “hyflex” meetings and which are better for in-person activities. This will help with better advanced planning.
4. Spring Assessment Day Planning
- a. Some of the volunteers from the canceled Communication panel for winter are still interested, and the panel could potentially be held in the spring. We will need representation from Prof/Tech if we proceed.
 - b. The C&PR calendar for spring indicates that we are to “close the loop,” so the idea of having a “peer sharing” activity was proposed (that would become part of the formal C&PR process, in addition to Dean and VPI review, in the next iteration).