**TEAM: Instruction**

**PRESENT: Natalie Gehrig, Jacob Roth-Ritchie, Lyn Paolino, Laurie Haynes, Phil Swasey, Karla Luhtjarv**

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 1/8/14**

**START TIME:2:30**

**END TIME:3:35**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Update** | Lyn has a pile of evidence that needs to be photocopiedWe received a great example of indicator 2 but it is very large and needs to be separated so we need to go through it all today- Laurie volunteered to do this ☺We still have a pile that needs to be checked and sorted todayIndicator 2 is good!Indicator 3 is pretty thin. Laurie and Jacob brought items for this. (3C and 3D) | 1st half hour- continue sorting2nd half hour- see where we are at |  |
| **Sort the rest of our evidence (first ½ hour)****Evaluate What we have/missing (second ½ hour)**  | We will work on reviewing the rest of our evidence. Write down the indicator numbers that the evidence covers. | Indicator 1 is on holdIndicator 2 is good, and we are still getting evidence inIndicator 3A is good3B and C, D- evidence came in today. We can also look at the assessment committees evidence3C we need more evidence (REQUEST)3D ask assessment for PREP evidence (possible request)3D (strategically pairing students for maximum learning) (REQUEST)4A (write our own narrative/protocol about dept time for student work share also meeting minutes from that share)-Second bullet- Performance Pathways data evidenceAsk Clarice about data evidence4C evidence is coming in4D faculty book read- we need to write a narrative on this4D we need to write a narrative4E (improvement plan?) (School wide SLO and individual SLO) we need Jim to write a narrative reflection about the SLO progress and ask for copies of SLO’s ? (REQUEST)QPA Stuff?5A and B have been requested5C we have received evidence from the SAU5D we have our SLO portfolio- ask Jim for exemplars to submit as evidence (REQUEST JIM) | Place sifted evidence in the boxLyn will write the requests that we will be sending out |
| **Goals/Agenda items for the next meetings** | We will sort our evidence | Send out new evidence forms to be given back to us for our next meeting. |  |