Minutes
Institutional Assessment Committee
2:00 pm, September 27, 2012
MCC Boardroom

Members Present: Maxwell Kwenda (Chair), Karla Oty, Bob Bausch, Mike Estep, Ramona Hall, Mary Penick, Pamela Rogers, Roxanne Gooch, Courtney Glazer, Howard Kuchta, Kirsten Underwood, Edris Montalvo, Carolyn Kinslow, Michael Husak, Jawad Drissi, Sharon Christensen, Zeak Naifeh, Terri Gentry, Cathy Blackman, Anton Wohlers.

Chair Maxwell Kwenda called the meeting to order at 2:00 pm. The minutes of the March 7 meeting were approved after a motion by Mike Estep and a second by Terri Gentry. The minutes of the August 16 meeting were approved as corrected after a motion by Edris Montalvo and a second by Howard Kuchta.

Karla Oty commented on the following:

1. Reviewers were reminded to enter both reviewers’ names on the comments and to use comments provided in the Reviewer Report Writing Document.
2. The reviews should be printed out both before and after to keep track of changes, and reviewers are advised to start reviewing early.
3. October 9 will be the deadline for programs to make changes to their reports, at which time their read/write privilege will be turned off. It will be restored on November 1.
5. People may enter data as soon as the new cycle is turned on.
6. Decisions about which academic programs will participate in a Roundtable will be made by the Provost. Decisions about non-academic programs will be made by their supervisors.
7. Each program has been assigned one reviewer who looked at the program last year and one new reviewer.
8. Many participants indicated that they found the Curriculum Mapping workshop helpful, though some found the initials for categories confusing. When programs offer concentrations, at least 50% of the curriculum must be held in common by all concentrations. Reviewers should look in the document repository to see if a program has uploaded a curriculum map. Check sheets for required courses on WEAVER should be correct.
9. Review of WEAVE reports will take place from October 9 to October 31. Roundtables will be scheduled from December 3 to December 9.
10. The deadline for assessment grants is October 12. The funding must be for new activities associated with assessment.

After the traditional passing of the chocolate, Terri Gentry moved and Roxanne Gooch seconded that the meeting be adjourned. The motion passed, and the chair adjourned the meeting at 2:40.

Carolyn Kinslow

Secretary