Minutes  
Institutional Assessment Committee  
3:30 PM, November 3, 2011  
MCC Executive Boardroom  
Cameron University  
Lawton, OK

Members Present: Cathy Blackman, Jawad Drissi, Mike Estep, Roxanne Gooch, Carla Guthridge, Mike Husak, Carolyn Kinslow, Howard Kuchta, Maxwell Kwenda, Edris Montalvo, Frank Myers, Zeak Naifeh, Karla Oty, Pam Rogers, Kirsten Underwood, and Benson Warren

Members Absent: Terri Gentry, Courtney Glazer, Jim Heflin, Mary Penick, and Hui Tan.

Chair Benson Warren called the meeting to order at 3:30 pm.

Howard Kuchta moved to approve the minutes, and after a second by Carla Guthridge, the motion passed.

Warren has scheduled a meeting to review proposals for the assessment grants. Each proposer will make a 10 minute oral presentation, and the committee will discuss the merits of the proposals then vote on which ones to recommend to Provost McArthur who will make the final determination for funding. The meeting will be at 3:30 pm on November 10th in the Buddy Green Room of the MCC.

Karla Oty facilitated a discussion about the WEAVE review process that included consideration of the following points:

• Following the reviews, a decision needs to be made about which programs the committee believes would benefit from a roundtable discussion. The consensus of the committee was that Oty, in consultation with the reviewers, should determine which programs to recommend for roundtables, and she will convey her recommendations to the deans who will be the final arbiters in the matter.

• The roundtables cannot be scheduled until the deans make their decisions and deans, faculty members, and reviewers submit information about the days and times they are available to meet. When she receives that information, Oty will make and post the roundtable schedule and will notify those involved.

Further discourse focused on more general aspects of WEAVE and its use:

• Fifty-minute sessions may not allow sufficient time for some programs, so some double sessions might be required.

• AAS and BS programs in the same department should probably be scheduled back-to-back.

• Linking instructions were not clear, so some programs linked minutes and HLC or accrediting bodies to everything. Obviously, selective linking would be more accurate.

• There is no place designated for ancillary actions

• What kinds of workshop activities do we need to provide in the spring in order to help people feel more comfortable with WEAVE and with the assessment process in general?
Oty announced that several proposals for assessment grants had been submitted. Furthermore, although considerable work still needs to be done in some cases, much progress has been made in terms of assessment campus wide.

Guthridge moved that the meeting be adjourned, and after a second by Howard Kuchta, the motion passed. The chair then adjourned the meeting at 4:45

Carolyn Kinslow Secretary