Minutes
Institutional Assessment Committee
April 14, 2004

Meeting was convened at 3:30 p.m. in Room 314, S. Shepler

Present were: Dr. Marge Kingsley, Ms. Carolyn Kinslow, Dr. Ted Snider, Dr. David Groves, Mr. Benson Warren, Mr. Tom Sutherlin, and Ms. Jon Ella Long.

Absent was: Ms. Samantha Wartley-Thomas, Dr. Mary Dzindolet

I. Approval of Minutes

Dr. Kingsley moved to accept the minutes from the March 10, 2004, meeting of this committee. Mr. Benson Warren seconded her motion and the minutes were approved.

II. Dissemination of PQIRs for review and comment by committee members

Mr. Tom Sutherlin began by saying he is working toward a July deadline for a report that is due to the Higher Learning Commission. He said he had discovered that last time they were here, everybody who was evaluated got some kind of monitoring. The President likes the certificate for the departments who achieve Level III the first time. If they don’t make Level III the second year, we will send them the rules with which they need to comply.

Mr. Sutherlin gave each committee member a stack of PQIR reports to assess, using the same form the deans use to evaluate programs, with instructions on how to fill out the form. He told them to look for what has improved since the last report as well as action plans from last year. He also gave instructions on how to measure their evaluations, and would like to have these back to him in two weeks so he will know what he has to do for the July report. Last time we used the Psychology Department as an example of how to achieve Level III.

Mr. Benson Warren asked, after the input comes in, will Level III be determined by the Provost, and in the report will it say, “the committee reviewed the report.”

There being no further business, the meeting was adjourned.

Respectfully submitted

Jon Ella Long
Secretary
Institutional Assessment Committee
April 14, 2004

Agenda

I. Approval of Minutes

II. Dissemination of PQIRs for review and comment by committee members

III. Other Business