Minutes
Institutional Assessment Committee
3:00PM, September 9, 2010
Board Room, Administration Building
Cameron University
Lawton, Oklahoma

Members Present: Karla Oty, Jennifer Holland, Jim Heflin, David Fennema, Aubrey Helvey, Howard Kuchta, Mary Penick, Carla Guthridge, Zeak Nalfeh, and Sherry Young

Members Absent: Greg Treadwell and Courtney Glazer

I. Approval of Minutes for August 23, 2010
   Jim Heflin-Motion, Howard Kuchta-2nd: Unanimous approval
   Oty made a correction to the agenda. One of the open positions listed will come from Enrollment Management, not Student Services.

II. Campus “Open Meeting” Report
   The meeting had approximately 30 attendees. There was good discussion as they went over the template with attendees. Kuchta observed that departments may perceive the committee’s [input] as [evaluation] of their presentations, rather than an evaluation of the assessment process. The meeting was a good effort.

III. Rogers State University – PQIR presentation request
   RSU wants to see the presentation process we use on our campus. The Director, VP, and faculty would like to come in December. Motion made by Fennema to welcome RSU, 2nd by Penick, [passed] with unanimous approval.

IV. Assessment Overview
   General Education: The committee moved the Assessment Overview up [delete comma] so that Heflin could discuss. The General Education Committee is setting a meeting time with departments who teach gen-ed to discuss the assessment process and three new gen-ed learning outcomes. Only PE and Psychology didn’t submit gen-ed data [add comma] and there are issues with Consumer Economics, a course which is not taught but still on books; Heflin will discuss with Psychology Department Chair, Mary Dzhindolet. Oty is working with PE. The General Education Committee meets the first Tuesday of each month at 8AM. Next meeting – October 5, MCC Room 212.

   Student Services: Departments did assessment presentations in July. Directors are currently working with Oty to redo learning outcomes. Oty asked about timing of next NSSE; Holland asked about timeline of ACT surveys.

   Entry Level Assessment: Oty discussed entry level assessment, which is used to determine academic preparation and course placement. On campus, we use ACT and CPTs. She indicated that we may need to assess remedial progress.

   Regents Report: Oty provided a handout of Annual Student Assessment Report from 07-08 (OSRHE report). Some CU data is missing, but Oty couldn’t determine why.

   Warren asked question about CAP test. Oty doesn’t think it fits with our general ed. In Math, for example, the test questions trig, calculus, in addition to college algebra, although we give the at college algebra level. CAP is mid level assessment, yet we are giving it at freshman level.

V. Department Response Form
   For Fall 2011, we will change the presentation schedule to the following:
   Presentation – 25 minutes
   Committee Review – 15 minutes (at the same time departments will have the opportunity to provide their feedback)
   Committee Feedback and Summary – 10 minutes

   The departmental response will ask questions and give departments an opportunity to respond in writing and provide feedback on the assessment process in their department.

   The form will ask the following:

   how they felt assessment works, their input into the process, and departmental needs
Guthridge commented that many departments misunderstand assessment. She talked about the need to look for things to improve and present those, although many departments won't because they feel like they are being "graded". We need to dispel those thoughts.

Kuchta, Guthridge and Kinslow agreed to create Department Response Form.

V. PQIR Review From
A few corrections were noted: Change evaluator to reviewer, remove title, spell check, i = somewhat

Holland will review and resend to Warren

VI. PQIR Training Sessions
Training for committee members and Deans will be held at the October meeting, which will be held October 14, 2010 at 3PM. As a reminder, the review process begins November 29th.

Respectfully Submitted,

Jennifer Holland
Vice President for Student Services