Minutes  
Institutional Assessment Committee  
September 10, 2008 - Revised  
Chair: Mr. L. Benson Warren  

The meeting convened at 3:30 p.m. in Howell Hall Room 107. 

Present were: Mr. L. Benson Warren; Mr. Greg Treadwell; Dr. James Heffin, Mr. Steve Adams, Dr. Phillip Schroeder, Mr. Tom Sutherlin; and Recording Secretary, Ms. Jon Ella Long  

Absent was: Ms. Jennifer Holland, Dr. Mary Dzindolet  

1. Approval of minutes from March 5, 2008, meeting  

Minutes from the March 5, 2008, meeting of this committee were distributed to those present. Steve Adams made a motion to approve the minutes, Jim Heffin seconded the motion, and the minutes were approved. Those absent will receive copies of these minutes via campus email.  

The committee welcomed Dr. Philip Schroeder, who is replacing Mr. Don Aguilar.  

2. Reminder of the changes the committee made in the forms and procedure last year  

Chair Benson Warren opened the meeting by saying that there were some changes suggested last year about the PQIR process, and discussion was held about the presentation template and administrative review forms.  

Steve Adams asked about Cameron’s retention rates, and Tom Sutherlin said this was a sensitive subject. The administration needs to decide how much of this information they wish to disclose publicly.  

3. Discussion of how to expand committee membership  

Most members of this committee feel expanding the membership would be beneficial to the institution and would amplify and assist with assessment and the PQIR process, although not everyone is in favor of this. A long discussion was held about adding additional members and the best way to achieve it. After some discussion, it was decided to ask for a resolution through the Faculty Senate.  

Steve Adams made the following motion:  

Begin the process to add an elected or appointed member from each school to the Institutional Assessment Committee  

Greg Treadwell gave a second. All voted aye.  

Benson Warren will make this suggestion at the Faculty Senate meeting on September 17. Consensus was arrived at.  

The question was asked about Jennifer Holland’s assistance with the PQIR process last year. Mr. Sutherlin said as a matter of fact we need to assess student services and everything they do. They have rewritten their mission statement, and he mentioned that we need to bring them into this group so they can demonstrate to the committee what they do.  

It was discussed whether or not the new programs that were instituted last year will be asked to present a PQIR. It was decided they would.  

4. Discussion of training for new Deans and Chairs  

Tom Sutherlin will be conducting training sessions on IDEA evaluations on September 25, and for PQIRs on October 14, for the new Deans and Chairs. Others who wish to attend are welcome.  

5. Understanding the role of the IAC in all aspects of assessment of the institution  

Mr. Sutherlin said we need to put all aspects of assessment and improving student learning in everything we do, as our ultimate goal is the improvement of student learning. Having a member of the General Education Committee on this committee is beneficial as it enables us to know what the other committee is doing. He said we still need to do more on assessment of student critical thinking.  

Many schools have an annual "Assessment Day" and we have been told it works out really well.  

Mr. Warren asked Mr. Sutherlin if he had had any feedback about the presentations, and he replied that the dialogue by both members and presenters was positive.  

The next meeting of this committee will be Thursday, October 23, 2008, at 3:45 in this same location.  

There being no further business, the meeting was adjourned.  

Respectfully submitted,  

Jon Ella Long  
Secretary
Institutional Assessment Committee
September 10, 2008
Agenda

1. Reminder of the changes the committee made in the forms and procedure last year.

2. Discuss how to expand committee membership.

3. Discuss training for new Deans and Chairs.

4. Understanding the role of the IAC in all aspects of assessment of the institution.
Institutional Assessment Committee  
September 10, 2008  
Agenda

1. Reminder of the changes the committee made in the forms and procedure last year.
2. Discuss how to expand committee membership.
3. Discuss training for new Deans and Chairs.
4. Understanding the role of the IAC in all aspects of assessment of the institution.

1. How will they be involved?
2. How will measurements be taken?
3. Train Deans, Chairs, new members
4. October Meeting  
Tu Th 3:45pm 23rd