Minutes  
Institutional Assessment Committee  
3:00 PM  
November 18, 2010  
Room 233, School of Business  
Cameron University  

Members Present: David Fennema, Courtney Glazer, Carla Guthridge, Jim Heflin, Jennifer Holland, Carolyn Kinslow, Howard Kuchta, John McArthur, Frank Myers, Zeak Naifeh, Karla Oty, Mary Penick, Greg Treadwell, Kirsten Underwood, Sherry Young, and Benson Warren.  
Members Absent: Aubrey Helvey  
Guests: Sylvia Burgess, Reza Kamali, and Buddy Odom  

Chair Benson Warren called the meeting to order at 3:00 pm. The minutes were unavailable and will be read at the next meeting.  

Dr. McArthur reported on the HLC visit and recommendations, explaining that generally Cameron received positive reports on all criteria. However, progress is needed in assessing General Education. Further, there is no assessment of remedial education and little information is known about recent graduates. The team was also concerned that we have no actual document titled “Assessment Plan.” They wanted an executive summary of all the PQIR reports. Finally, the team commented that we were trying to do too much with too little and believed that the curriculum was too big or the faculty too small.  

Karla Oty discussed what IAC reviewers should look for in PQIR presentations, specifically noting that student learning outcomes should be described with active verbs and in terms of Bloom’s Taxonomy. Those outcomes should be measurable and meaningful, and action plans should be tied to measurements. Deans should be able to provide valuable context for the reports. In the response to the faculty, IAC reviewers should focus on the process, not the presentation and should consider what programs are already doing well, what they could be doing better, and what resources they need. Oty explained the review form then announced that PQIR slides are on the IAC group site on Aggie Access. As soon as the presentation schedule is complete, it will be available for members to sign up for their eight reviews.  

David Fennema moved to adjourn the meeting and Courtney Glazer seconded the motion. After an affirmative vote, the meeting adjourned at 4:45.