Minutes
Institutional Assessment Committee
1:00 PM, August 17, 2010
Room 107, Center for Emerging Technology and Entrepreneurial Studies
Cameron University
Lawton, Oklahoma

Members Present: Aubree Helvey, Karla Oty, Carla Guthridge, David Fennema, Sherry Young, Zeak Naifeh, Greg Treadwell, Howard Kuchta, Benson Warren, Courtney Glazer, and Carolyn Kinslow.

Members Absent: Jennifer Holland, Mary Penick, Kirsten Underwood, and Jim Heflin

Benson Warren called the meeting to order at 1:00 PM and asked members to introduce themselves. He then asked for a volunteer to serve as secretary of the committee. Carolyn Kinslow agreed to serve in that capacity.

The minutes for the April 16th and July 15th meetings were approved as printed.

Benson Warren asked for committee approval for him to ask Vice President McArthur to appoint a member to fill the vacant Student Services seat on the committee. A motion to that effect was made by Carolyn Kinslow and seconded by David Fennema. The motion passed.

Karla Oty distributed copies of the Institutional Assessment Calendar for Academic Year 2010-11, the Assessment Process for PQIR Reports, the Administrative Review form for PQIRs, and the PQIR Checklist. She then discussed changes suggested by the deans, including providing an evaluation form for program faculty to complete and having the IAC reviewers leave the room to conduct their discussion. Carla Guthridge suggested that program faculty also be allowed to comment on the process itself. Naifeh moved that the recommended changes be approved by the committee, and after a second by Courtney Glazer, the motion passed.

Benson Warren distributed copies of the PQIR Assessment Process Information handout and asked for feedback from the committee. He reminded members that he had planned to prepare a Power Point presentation on the templates for PQIR presentations. David Fennema was to do voice-over explanations of the various slides; however Warren subsequently decided that providing a notes section would be more useful since presenters would have written explanations to look at. The committee viewed the presentation, making comments and corrections in the process. Benson Warren will make the suggested changes, send the presentation to Carolyn Kinslow for editing, and distribute it via email to committee members for their approval.

The suggestion has been made several times that a workshop on determining reliability and validity be offered to those preparing presentations, but no plans have been forthcoming as yet. Several members of the Psychology Department have offered to help others with just such issues, and Karla Oty said that she can direct people to the right sources for assistance.

Reports on General Education assessment and Entry Level assessment will be made at the next meeting, according to Benson Warren. Committee members should look on the IRAA website and access the Institutional Effectiveness System PDF to review the process and also look for mechanical and grammatical problems.

Committee members were asked to let Benson Warren know when they would be available to meet.

David Fennema moved to adjourn the meeting, and Greg Treadwell seconded the motion. After an affirmative vote, the Chair adjourned the meeting at 2:25.

Carolyn Kinslow
Secretary