Institutional Assessment Committee
Meeting Minutes from January 30, 2015

**Time:** 4:00 p.m. – 5:00 p.m.
**Location:** MCC Executive Boardroom


**Absent:** Tahzeeba Frisby, Sarah Godsave, Mary Penick, Greg Treadwell

1. **Approval of Minutes – October 28, 2014 meeting**
   
   Mike Husak presented minutes from the October 28, 2014 meeting. Karla Oty stated that there was a spelling error to her name in the attendance portion of the notes. Renee Roach will make the correction and resubmit the minutes.

   Howard Kuchta moved to accept the minutes as amended and Lorinda Rogers seconded the motion.

2. **HLC Criteria related to assessment**
   
   Mike Husak referenced the Higher Learning Commission’s document that provides criteria for accreditation. He noted that we should pay special attention to section 4.B which is directly related to institutional assessment.

   Cameron University has been diligent with following the first and second items in the section. These items directly relate with the institution having clearly stated goals for student learning and effective processes for assessment of student learning. They are also centered around the achievement of learning outcomes for curricular and co-curricular programs.

   Cameron University specifically needs to work on the third and fourth items which relate to the following:

   - Using the information gained from assessment to improve student learning
   - Processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members

   Karla Oty stated that we should make an effort to start writing to the criteria and also encourage departments to tie their action plans to student learning. We should gather assessment data in the classroom and place emphasis on action plans that are changing student learning. We also need to focus on our weaknesses and determine how to improve them over time.

   Several committee members offered the importance of providing data that is valid.

3. **Academic Program Roundtables – looking back**
   
   Mike asked the IAC for feedback regarding the academic program roundtables. Kirsten Underwood included that her programs were great. Robin Lee mentioned that her meetings were very positive and that she liked the new format. Overall, the committee agreed that the meetings were productive and well-received by all.
Mike provided a few feedback items from the academic departments.

1. Some departments requested to contact the academic program reviewers directly.
2. Other departments requested that an agenda be provided prior to the meetings.

Philip MacKenzie stated that he thought we were sufficiently explaining the agenda of the meetings in WEAVE and that it was not necessary to provide an additional agenda prior to the departmental meetings. Kirsten Underwood mentioned that the reviewers provide the agenda items in WEAVE and the departments may need to simply review the recommendations prior to the departmental meetings. Mike Husak offered that we possibly need to provide additional education regarding the use of WEAVE and how to understand its components. Several members agreed that Deans can provide this information to the departments ahead of their scheduled meetings. It was recommended to have the Deans more involved in this process. Ronna Vanderslice indicated that she will propose this recommendation to the Deans.

Discussion followed from the IAC committee and it was determined that this information is already posted in WEAVE. Reviewers typically do not discuss anything in the meetings that has not already been provided as a recommendation in the WEAVE system.

In reference to the second feedback item above, Gary Kowaluk said that he thought the format worked best by having the departments contact the IRAA department directly. Also, Karla stated that she currently encourages the departments to contact her office as opposed to contacting the reviewers. It is done this way to protect the reviewers and also to provide one location to field all questions and concerns. Ronna Vanderslice agreed that it is best to keep this process centralized within one office or person.

Yanjun Zhao asked if there was a way to assure that the departments review prior reviewer recommendations and make changes as requested. She says that in some cases, reviewers are noting the same issues from one year to the next. Ronna Vanderslice said that the Deans should be stepping in to make the departments aware of issues that are repetitive each year.

4. **General Education Roundtables – looking back**

   Ethics, Information Literacy and Critical Thinking roundtables will be scheduled by outcome instead of department. Karla said that it’s hard to schedule a meeting with that many departments and Deans. She hopes the three groups can gather ideas from each other, but she will be sending out a list of topics to discuss soon. She expressed her appreciation to the group for being flexible for the pre-roundtable and roundtable meetings.

5. **Spring Workshops**

   Mike Husak noted that he is looking toward offering the workshops in the spring semester as well as the fall. He sent an email to the Chairs requesting possible session topics. He would like to give a couple of weeks to allow feedback from them regarding the topics and will report back to the IAC. Mike requested that IAC members notify him directly if they are interested in leading a workshop.
6. **Evaluations**
   Two years ago, surveys were sent out requesting anonymous feedback regarding the assessment process. The comments were shared with the IAC and adjustments were made accordingly. The IAC voted to request this type of feedback every other year. Consequently, it is time for submitting the survey again and Mike Husak asked for volunteers to write the questions and submit back to the committee for review. He circulated a form requesting volunteers and confirmed that he had received enough assistance to move forward with creating the survey.

7. **Other Business**
   Mike Husak specified that there would be one more assessment meeting this semester and it should be scheduled shortly after spring break. Karla Oty said that we are quickly approaching the summer calendar and she will be sending a request for summer volunteers soon.

8. **Adjourn**
   Adam Randell made a motion to adjourn. Yanjun Zhao seconded and the motion passed unanimously.