MINUTES:

DATE: July 15, 2010
TIME: 2:00 PM
LOCATION: CETES 207

Members present: David Fennema, Courtney Glazer, Jennifer Holland, Carolyn Kinslow, Howard Kuchta, Karla Oty, Mary Penick, Greg Treadwell, Benson Warren

Members absent: Casey Case, Carla Guthridge, Jim Hefflin, Kirsten Underwood, Robert Yuyuenyongwatana,

Benson Warren called the meeting to order at 2:00 PM. He introduced the new members of the IAC.

Volunteers were requested for the PQIR Presentations by Student Services. The following members volunteered to attend the presentations as indicated below.

a. Monday, July 19, 10:00 and 11:00 a.m.
   1. Courtney Glazer
   2. Mary Penick
   3. Benson Warren
b. Friday, July 23, 2 and 3:00 p.m.
   1. Howard Kuchta
   2. Greg Treadwell
   3. Benson Warren
b. Monday, July 26, 2 and 3:00 p.m.
   1. David Fennema
   2. Greg Treadwell
   3. Benson Warren

Benson Warren discussed expanding the committee membership structure by considering adding a member from the Library to the committee. A motion was made by Howard Kuchta and seconded by Greg Treadwell to recommend to VPAA McArthur that a representative from the library be added to the IAC. The motion was approved unanimously. Benson Warren indicated that he would email VPAA McArthur regarding the recommendation.

A motion was made by David Fennema and seconded by Howard Kuchta to recommend that VPSS Holland appoint a representative from Student Services to fill the vacancy left by Chase Massey. The motion was approved unanimously.

Various ways of helping the Deans/Chairs/Faculty understand the template were discussed. After much discussion, it was decided that a voice-over of the template would be made to be distributed to the faculty. Benson Warren agreed to work on a script, Jennifer Holland volunteered to talk to Casey Case about how to do the voice-over, and David Fennema agreed to act as the producer. It was decided that the production would be distributed to the faculty in early fall with a follow-up question and answer session scheduled in case faculty had additional questions.

The proposed deadline of November 9th for PQIRs to be turned in to the Institutional Research, Assessment, and Accountability (IRAA) office was discussed in light of the HLC visit scheduled for November 8th through 10th. After much discussion, it was decided that the PQIRs would be due to the IRAA office on November 16th, with presentations to begin on November 25th. Karla Oty volunteered to talk to the deans about their role in the assessment process and to encourage them to set an earlier internal deadline for the programs in their schools so that they could help the programs with their assessment process and presentation before the final deadline of November 16th.

Discussion also ensued on how to improve the feedback to the departments so that they get a consistent message and so that the reviewers could help the programs improve their assessment process. It was decided that each presentation would be scheduled for 1 hour and 15 minutes to allow the reviewers some time to discuss the feedback before asking questions of the presenters. Suggestions included bringing a laptop for the reviewers so that one form could be filled out on the computer with combined comments. After the reviewers have discussed the program, the presenters would be asked to return to the room so that further discussion could take place.
Benson Warren passed out the comments from the Council of Chairs meeting of the assessment process as well as the timeline that Dean Vanderslice uses with the programs in her school.

Benson Warren also pointed out the assessment culture matrix that can be found on the HLC website.

The meeting was adjourned at 3:30 p.m.

Respectively submitted,

Karla Oty