Meeting was convened at 3:30 PM in Student Union 104

Members Present: Dzindolet, Groves, Honeycutt, Kingsley, Miller, Sutherlin, Swinney, Warren

1. The committee reviewed the existing committee description, composition, and mission included in the Assessment Plan and Institutional Effectiveness System Report and approved the following for inclusion in the Cameron Faculty Council Handbook.

   2.3.3.2.7 The Institutional Assessment Committee reports to the provost and is responsible for (1) identification of appropriate assessment objectives for Cameron University, consistent with the policies and requirements of the State Regents for Higher Education and the North Central Association of Colleges and Schools; (2) university-wide coordination of planning and implementation of entry-level assessment, mid-level (general education) assessment, programs outcomes assessment, and student satisfaction assessment programs which meet those same objectives and requirements.

   Membership
   Faculty Chair (appointed by the provost); one member appointed by and from the Faculty Council; one member appointed/elected from each of the academic schools; chair of the General Education Committee
   Administrators Director of Institutional Assessment and Planning; Vice President of Student Affairs; Provost or his/her designee

2. Review of Institutional Assessment Report

   Sutherlin passed out the Institutional Assessment Report. We have identified a need to increase the number of measurements currently being used in the General Education Assessment. In particular, we will be [need to look at] using more portfolios as part of that program.

   Student Affairs is currently running an NCHEMS Student Satisfaction Survey. In addition, we still need to gather information on how well we support on-line students; the consulting services of Eduprise/Collegis have been retained to help us measure how well we are doing in that area.

   Sutherlin held up the MBA program as a model for assessment.

   In the future, the Institutional Assessment report will be on the Assessment and Planning website. There will also be a copy in the library. Because of current budget constraints, there will be no distribution of paper copies.


   We will submit a written report regarding our assessment status to HLC in 2009. By the time that report is submitted, our programs need to be at NCA Level III. We have a checklist of criteria for meeting Level III; in order for a program to be at Level III, all 36 items on that checklist must be met. Sutherlin will distribute the checklist to Department heads and other appropriate administrators.

Sutherland indicated that has been some backsliding in the academic program PQIR’s in the wake of the last accreditation review. Such slippage is not unusual, but it is a matter of some concern at the present time because all of our academic programs need to be at NCA Level III within the next two years. At present we have 8 programs that are Level III compliant, 18 programs at Level II, 5 programs at Level I, and 6 programs that did not report for AY 2002-2003. Sutherland distributed a copy of a memo he has sent to the Provost and to the Academic Deans outlining some of the concerns about this year’s performance. He also distributed a matrix which depicts the current level of each academic program and what each program needs to do improve its performance. In the present climate, punitive measures for non-compliance may adopted; those that have been mentioned thus far include potential budget lock-downs and a freeze on promotions. We will likely hear more about these concerns.

The committee may need to take a look at the review process by which PQIR’s are assigned a level. We would like to get to the point where multiple readers are involved. The committee may also need to review the assessment cycle calendar.

Because we will no longer be doing annual Academic Plans, some of the material from the Academic Plan may need to be integrated into the PQIR.

5. Recommendations to Provost to improve institutional assessment of student academic achievement. Discussion was tabled pending further input from the administration regarding this year’s PQIR performance.