Institutional Assessment Committee
Meeting Minutes from May 5, 2015

Time: 3:00 p.m. – 4:00 p.m.
Location: MCC Executive Boardroom

Absent: Muhammad Javed, Philip MacKenzie, Kyle Moore, Buddy Odom, Mary Penick, Lorinda Rogers, Greg Treadwell

1. **Approval of Minutes – January 30, 2015 meeting**
   Mike Husak presented minutes from the January 30, 2015 meeting. Kirsten Underwood stated that she was in attendance at the meeting even though her name was not included in the minutes. Renee Roach will make the correction and resubmit the minutes.

   Renee Roach moved to accept the minutes as amended and Susan Hall seconded the motion.

2. **Committee membership (terms ending May 2015)**
   Mike Husak referenced the IAC membership list stating that there will be several members whose term will expire this year. It was noted that any member whose term will expire is still welcome to stay on the committee if they wish if re-appointed by the appropriate supervisor.

   Gary Kowaluk stated that he thought he was serving a three year term, but the membership list indicated that his term was set to expire in 2015. Karla Oty will check on the term expiration.

   Karla Oty indicated that Barbara Pickthorn will be retiring. Also, some of the responsibility areas have been switched. She has contacted the individual units to make them aware of the change.

3. **New assessment calendar**
   The new assessment calendar was provided to the membership. Mike and Karla reviewed the dates as shown.

   Karla said a new analysis question was added in WEAVE. All units should answer the new question. It has been added as question number nine and relates to participation of unit members in the assessment process. Units should include all persons who participate in assessment.

4. **Summer reviews**
   Karla Oty mentioned that she needed at least six volunteers to help with summer peer reviews. There were enough volunteers to be sufficient for summer reviews. She also stated that there were changes made to the peer reviewer comments form that will make some differences in how roundtable discussions are led.
5. **Survey results**
   Mike Husak said that there were a decent number of responses. Responses provided were detailed and beneficial.

   Karla reminded reviewers to look at previous comments entered in WEAVE, pay close attention to past comments and revise accordingly. **Mike** continued to review questions and comments provided. Discussion on the survey results followed.

6. **Other business**
   Karla recommended that we have a meeting in early August to start the process of fall peer review. She thanked the membership for their participation and all comments provided.

7. **Adjourn**
   At 4:17 p.m., Adam Randell made a motion to adjourn. Ryan Flood seconded and the motion passed unanimously.