Minutes  
Institutional Assessment Committee  
February 6, 2008  
Chair: Mr. L. Benson Warren

The meeting convened at 3:30 p.m. in Howell Hall Room 107.

Present were: Mr. L. Benson Warren; Mr. Don Aguilar; Ms. Edna McMillan; Mr. Steve Adams; Mr. Greg Treadwell; Dr. Jim Heflin; Tom Sutherlin; and Recording Secretary, Ms. Jon Ella Long

Absent were: Ms. Jennifer Holland and Dr. Mary Dzindolet

1. Approval of minutes from November 14, 2007, meeting

The November 14, 2007, meeting was a scheduling meeting and no minutes were taken.

2. Schedule Chemistry BS and IDS BS presentations

A new process was implemented this year in which every academic department on campus gave a formal PowerPoint Presentation to the Institutional Assessment Committee. These meetings were all held during December, 2007, and January, 2008, except for Chemistry BS and IDS BS. Chemistry was delayed because they had to wait on some data from the Educational Testing Service, which was not within their control, and IDS had to wait because Dr. Frank Zittle was not available. These problems are now resolved, and Tom Sutherlin will proceed in scheduling these two majors. He will coordinate the Chemistry meeting with Dean Oty and Dr. McGuire, will schedule a time for Dr. Zittle, and will then advise the committee members of the times.

3. Review the new PQIR process and recommend improvements to the Vice President for Academic Affairs

Mr. Sutherlin asked the committee members for suggestions for future improvements of this new PQIR process. A very long discussion was held about different ways the committee felt the process could be improved. This is a list of some of the suggestions:

a. Make the order of the presentations match the rating form.
b. Limit the presentations to three outcomes. Some departments had many more even though they were told to present only three.
c. Discuss the outcomes at every departmental meeting.
d. Streamline the process for the Vice President for Academic Affairs.
.. Increase the size of this committee so that individual committee members do not have to attend so many sessions.
.. Encourage any interested faculty member to attend any presentation, by any department. This would expose them to the process, to other departments' problems and to possible solutions for those problems. If their department is "in trouble," perhaps require them to attend.
g. Offer a workshop in the spring to assist departments requesting help.

The Institutional Research and Assessment office got the results of the PQIR meetings delivered to the departments immediately at the conclusion of their presentations. Mr. Sutherlin asked if this committee was satisfied with this level of effort, and those present said it seemed to work out great.

Members of the committee said it appears that the departments took this new procedure seriously, and Mr. Sutherlin said he applauded the committee for the professionalism and collegiality they exhibited during the meetings. Greg Treadwell said we have momentum now so we need to find a way for this to continue.

Committee members discussed improving the process. Committee members thought it would be informative for the Vice President for Academic Affairs to have an opportunity to participate in a sample of the meetings.

4. Complete this year's process by developing the dean's presentation to the VP for Academic Affairs' guidelines.

Discussion was held about combining PQIR meetings with budget hearings. Dr. McArthur would like to have this committee's opinion on this.

Further discussion was held concerning how the budget is done and how it relates to assessment and PQIRs. The departments have been told they need to tie their budgets to the PQIR. Mr. Sutherlin said we are requiring entry level assessment, mid-level assessment and then pre-graduation testing. Some departments are doing entry level testing to get to a benchmark, and then later to see how they have improved. Should the deans set the mark on what they want the departments to achieve?

Edna McMillan suggested a rating system, perhaps rewarding the departments that do well. Mr. Sutherlin said the Vice President for Academic Affairs is considering this.

here being no further business, the meeting was adjourned.

Respectfully submitted

Jon Ella Long  
Secretary
Agenda
Institutional Assessment Committee
February 6, 2008

Membership: Benson Warren, Chair, James Heflin, Greg Treadwell, Mary Dzindolet, Steve Adams, Don Aguilar, Edna McMillan, Jennifer Holland, John McArthur, Tom Sutherlin

Recording Secretary: Jon Ella Long

1. Schedule Chemistry BS and the BS in IDS presentations

2. Review process and recommend improvements to the VP for Academic Affairs

3. Complete this year’s process by developing the dean’s presentation to the VP for Academic Affairs guidelines
   a. Timeline – should this be part of the budget hearing process?

b. What should they present to the VP for Academic Affairs:
   1. Priorities for the school?
   2. All of the priorities for each program?
   3. How will the budget allocations support improving student learning?
   4. ....