Institutional Assessment Committee
April 25, 2005
Minutes

Meeting was convened at 3:30 p.m. in the Administration Building Conference Room.

Present were: Dr. Marge Kingsley, Ms. Carolyn Kinslow, Dr. David Groves, Mr. Benson Warren, Mr. Donald Aguilar, Dr. Mary Dziindolet, Mr. Tom Sutherlin and Jon Ella Long.

Absent: Dr. Larry Kruse, Dr. Suzanne Clinton

1. Approval of March 28, 2005, minutes

Minutes from the March 28, 2005, meeting of this committee were distributed to those present. Mr. Benson Warren asked for a motion to accept these minutes, Mr. Don Aguilar seconded it, and the minutes were approved.

2. Recommendations regarding PQIR’s

Dr. Kingsley said we should try not to continue to say things we have said before. She passed out a program inventory sheet that shows the current levels of the different academic departments. She also passed out minutes from two meetings in 2003, April 15 and April 23. A these meetings it was discussed the best ways to achieve improvement in our assessment process and there were some decisions made at that time, and we have endeavored in many ways to follow these guidelines. The Council of Chairs asked to meet with Tom Sutherlin in April of 2003 also, and he told them at that time what was going to be necessary for the report to the Higher Learning Commission. Mr. Sutherlin said maybe we need to be doing things differently. Mrs. Kinslow asked if there are any consequences if a department fails to turn in a report, and Mr. Sutherlin said, no, unfortunately there are none.

Dr. Kingsley said some of the things from two years ago have happened and some haven’t, and wondered if blanket recommendations are the way to go. Discussion was held about the best way to get the reports filled out and who should do them. Mr. Sutherlin suggested inviting those departments that are not at Level III to a meeting with this committee to see if the committee could help. Further discussion was held about how this committee should react and to assist the departments with the assessment process and completing their reports.

If was finally decided that the departments would turn their PQIR’s in to their dean, then the deans would be required to meet with this committee, and they will be followed for the next two years. The checksheets that we provided to help the committee evaluate the PQIR’s was very helpful, and the suggestion was made this might help the departments with their evaluations.

A suggestion was also made to send each department’s report back to them. Sometimes the faculty never get to read their own reports. They should be sent to the dean, then the chair, then the department. Mr. Aguilar suggested getting the Vice President for Academic Affairs into the loop, also.

Dr. Kingsley distributed a list of peer institutions and where they are in their assessment process and another sheet entitled, “Characteristics of Successful Continuous Improvement Systems.”
3. Assessment of Student Satisfaction

There is a recommendation in the plan we sent to the Higher Learning Commission about student assessment. President Ross has appointed a committee on student retention a year ago and they have been doing some work contacting students in an effort to determine how they feel about the education they received from Cameron.

Mr. Sutherlin said there were three responses we must provide for the Oklahoma State Regents for Higher Education:

1) Are we conducting measures of student satisfaction?
2) What are the measures we are taking?
3) How have you used these measures to improve services to the students?

4. Other

Dr. Kingsley said there will probably not be another meeting of this committee until the Fall Semester. Mrs. Kinslow made a motion to adjourn and Mrs. Mary Dzindolet seconded it. Since there was no further business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Jon Ella Long
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