Minutes
Institutional Assessment Committee
March 5, 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; Ms. Edna McMillan; Mr. Greg Treadwell; Dr. Mary Dzindolet; Mr. Tom Sutherlin; and Recording Secretary, Ms. Jon Ella Long.

Absent were: Ms. Jennifer Holland, Mr. Steve Adams, Mr. Don Aguilar and Jim Heflin.

1. Approval of minutes from February 6, 2008, meeting.

Minutes from the February 6, 2008, meeting of this committee were distributed to those present. Edna McMillan made a motion to approve the minutes, Greg Treadwell seconded the motion, and the minutes were approved. Those absent will receive copies of these minutes via campus mail.

2. Review and recommend improvements to PQIR Presentation Template and

3. Review process and recommended improvements to PQIR Administrative Review form.

Tom Sutherlin has revised the template for the PQIR presentations and it was delivered to each committee member prior to this meeting. Discussion was held about this new form and if it needed any further improvement. Those present said it looked really good and that it followed the PowerPoint presentations perfectly. Greg Treadwell asked Mr. Sutherlin if the written outline form should be manipulated, and Mr. Sutherlin replied no, that it had been approved by the Higher Learning Commission, so amending it is not practical. However, we can bring it up at the next committee meeting and look at it. Mr. Treadwell also remarked that he wondered if a person who is serving on this committee should be involved in the preparation of their department's budget.

Dr. Dzindolet mentioned that some faculty had complained about having to stay on campus to attend their department's PQIR presentation last December, as some of them had plans to leave town for Christmas break. These presentations caused them to have to stay in town for several more days to attend a one hour meeting. Mr. Sutherlin replied that the faculty have contracts that require them to be available through a certain date, and having to attend one meeting should not be seen as such a big sacrifice. He said members of this committee attended many, many of these meetings and had shouldered the biggest burden in this process.

4. Review and recommend improvements to PQIR Instructions to integrate Program Action Plans in Budget Hearing process.

Mr. Sutherlin distributed a copy of the draft document entitled, "Instructions for Documentation – Program Quality Improvement Reports (PQIR) – Executive Presentation." Discussion about this document was discussed at length by the committee.

Mr. Warren suggested a change of wording on the front page of the draft from "Chair of the Institutional Assessment Committee" to "Director of Institutional Research and Assessment." The committee members discussed the possibility of making the membership of this committee larger in the future so that several PQIR presentations could be held at the same time. Discussion was also held about the location of the meetings.

PQIR action plans must be tied to the budget and improving student learning must be our highest priority. Discussion was held about the relationship between the PQIRs and budget preparation. Edna McMillan said the chairs are asked to provide rationale for the coming budget year, linking it to the PQIRs. If a chair asks for an increase, it should be tied to student learning.

Mr. Sutherlin will work on the draft document some more. Our faculty are somewhat disengaged because they don't know how the budget is done. He said we need to make sure we have information that reflects the outcome of the budget. We need to figure out a way to add a loop so we know what we asked for last year. We also need to discuss how we can improve student learning with what we have, not just if we can more money.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jon Ella Long
Secretary
Agenda
Institutional Assessment Committee
March 5, 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

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