Minutes
Institutional Assessment Committee
January 10, 2006
Chair: Dr. M. Suzanne Clinton

Meeting was convened at 3:00 p.m. in the Administration Building Conference Room.

Present were: Dr. M. Suzanne Clinton, Chair; Dr. Karla Oty, Ms. Edna McMillan, Dr. Gary Buckley, Dr. Mary Dzindolet, Mr. Don Aguilar, Ms. Carolyn Kinslow, Mr. Tom Sutherlin, and Ms. Jon Ella Long.

Absent were: Dr. Larry Kruse, Dr. Sylvia Miller

1. Approval of minutes from December 7, 2005 meeting.

The term, “Creative Thinking” needs to changed to “Critical Thinking” in two spots. Ms. Long will correct this. Other than that there were no corrections necessary. Don Aguilar made a motion to approve the minutes, and Drs. Oty and Dzindolet seconded it. The minutes were approved.

2. Uniting the Gen Ed Assessment Process With the PQIR

Dr. Clinton called on Don Aguilar to address this committee about some ideas he has in regard to the General Education Committee, of which he is Chair. He said he would like the Gen Ed Committee to step back and look at what they are doing and perhaps institute a form similar to the form used for the PQIRs, asking some specific questions, with a pass/fail. This way, the departments would be required to explain what they plan to do to improve, and if this were done at the same time as the PQIRs, it would give both functions a consistency. Mr. Sutherlin said what we need to do is have multiple measures, so we could look at adding another measure to general education other than pass/fail, because pass/fail does not measure learning. Mr. Sutherlin is considering hiring an outside firm to come to campus to conduct some workshops to assist with adding other measures that will meet the guidelines. Mr. Sutherlin and Mr. Aguilar will meet and work on this further. Dr. Buckley agreed that synchronizing data is a good thing. Dr. Oty asked for clarification that it was not going in the PQIR. Mr. Sutherlin said measurements are continuous and are not cyclical. We do not want to repeat the years that when we first started assessment, when we were getting started and no one knew the requirements. He added that there is a great deal of assessment material on the Higher Learning Commission’s website. This subject will be tabled until the next meeting.

Mr. Sutherlin reported on the results on the most recent English Essay CAAP tests. He explained that we do these tests to benchmark ourselves, as these results reflect results against similar institutions with similar behavior. We will be taking 100 tests again this semester, which should help us get a strong sense of what is going on.

3. Review Procedure for Grading PQIRs

Members of this committee are being asked to evaluate six academic departments’ PQIRs prior to them being distributed on campus. We started this last year, and it was a very positive thing. Mr.
Sutherlin gave instructions for evaluating the documents and passed out several forms to be used. He said in April he would like to show the committee how the list of programs should coordinate with the PQIRs. The goal is to have the evaluations finished by the next meeting of this committee.

4. Other

The next meeting of this committee will be on February 21, 2006, at 3:30 to review the graded PQIRs.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jon Ella Long
Institutional Assessment Committee
January 10, 2006
Tentative Agenda

1. Approval of December Minutes
2. Uniting the general education assessment process with the PQIR
3. Review procedure for grading PQIRs
4. Other