Minutes
Institutional Assessment Committee
March 12th, 2009
Chair: Mr. L. Benson Warren

The meeting convened at 4:00 p.m. in Howell Hall Room 107.

Present were: Mr. L. Benson Warren; Mr. Greg Treadwell; Mr. Tom Sutherlin; Ms. Jennifer Holland
Recording Secretary, Ms. Sharon Johnson

Absent was:

1. **Discuss scheduling, procedures, and modifications for 2009-2010 PQIR presentations.**
   - A. All presentation to meet Howell Hall #107.
   - B. Too much disarray with Deans scheduling.
   - C. Scheduling of postponed PQIR, Tom has contacted the Deans to start this process
   - D. Deans not filling put paper at the time of presentation
   - E. Time concerns on presentations, proposed less verbiage and more charts.
   - F. Prior year’s comments not followed.

2. **PQIR Feedback.**
   - A. Chairs need to communicate more with faculty.
   - B. Dept can contact any committee member for instructions.

3. **Speaker to address Assessment Needs.**
   - A. Suggestion was made to bring in a speaker for a 1 hour workshop.

4. **Committee’s “charge” in relation to the Inst. Assessment Process**
   - A. Committee to be involved in Mission Statements, oversee Cameron University is maintaining compliance
   - B. Internal Audits.

5. **Title Corrections.**
   - A. VP of Student Services to Dean of Student Services
   - B. Director of Assessment & Planning to Director of Research & Planning

The next meeting of this committee will be Thursday, April 12th, 2009, at 4:00pm in this same location.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Sharon Johnson