Minutes
Institutional Assessment Committee
February 28, 2005
Chair: Dr. Marge Kingsley

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. Don Aguilar, Dr. Mary Dzindolet, Dr. Larry Kruse, Tom Sutherlin, and Ms. Jon Ella Long

Absent was: Dr. Suzanne Clinton

1. Approval of Minutes from January 24, 2005, meeting

Minutes from the January 24, 2005, meeting of this committee were distributed to those present. Dr. Kingsley asked for a motion to accept these minutes. Dr. Larry Kruse made the motion, Ms. Carolyn Kinslow seconded it, and the minutes were approved.

2. Input on Strategies for Improving Assessment Process

Dr. Kingsley said we have discussed this topic before, and we want to reinforce the concept that the results of these tests are about student learning. Benson Warren said he feels the results should be incorporated into budget needs, perhaps in connection with the “wish list” that the deans have. Tom Sutherlin said there is a request for capital items from Dr. Buckley, but it is not a “wish list.” It is simply a way to determine what the departments perceive as their most pressing requirements. The budget requests, ideally, would link to the PQIRs.

Benson said he felt the administrative review form has been repetitious and redundant in the past. Tom Sutherlin said he will discuss this later after the reports are processed. Discussion was held about how the PQIRs were filled out and how the information has been compiled and used. Mr. Sutherlin would like us to look at this process, determine what’s important, and endeavor to make it more effective.

Each member of this committee will be given several PQIR reports to read and assess before next month’s meeting. Dr. Dzindolet asked if it is awkward to critique your own department’s report. Dr. Kingsley said no one will be assigned their own department. Discussion was held about how to write one of these reports, refine it and get it to say what you want it to say. She reiterated that sometimes we get so caught up in the data collection process that we forget it is about student learning. Tom said we need to focus on what we would do to improve the programs based on the analytical data.

3. Distribution of PQIRs

Mr. Sutherlin passed out the PQIRs to everybody along with a form he had devised for the committee to use in evaluating the PQIRs. He talked about the form and discussion was held about how different departments will participate in the process. Discussion was held about direct and indirect assessment measures. Last year we reviewed the PQIRs but it was too late in the semester to discuss the findings. She said we need to get them done before the next meeting so that we can discuss them at that time.

Dr. Kruse said he is new to this committee and would like a little better explanation of what he is expected to do on this project. Dr. Kingsley said we are trying to get a faculty review and to read the reports and compare them against the check sheet. Dr. Buckley will make the final review of all of these and last year President Ross did, as well.

Tom said he had been remembering that three years ago we hoped we would have made more progress than we have. When we get everyone to Level 3, we can truly focus on how to do a better job. However, in spite of all of this, we are still far ahead of the other schools in Oklahoma.
4. Other

Mr. Warren remarked about the cost in terms of the amount of time and effort money of these endeavors, and that the departments must absorb these costs. Mr. Sutherland replied that this is true, but the exercise is important because they result in better student learning and program improvement.

The next meeting of this committee will be March 28 at 3:30 p.m.

There being no further business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Jon Ella Long
Institutional Assessment Committee
February 28, 2005

Agenda

1. Approval of minutes for January 24, 2005

2. Input on Strategies for Improving Assessment Process
   a. Streamlining assessment reports
   b. Assuring results are used to improve student learning

3. Distribution of PQIRs

4. Other