Minutes
Institutional Assessment Committee
February 11, 2004

Meeting was convened at 3:30 p.m. in Room 314, S. Shepler.

Present were: Dr. Marge Kingsley, Ms. Carolyn Kinslow, Dr. Ted Snider, Dr. David Groves, Ms. Samantha Wartley-Thomas, Mr. Tom Sutherlin, and Ms. Jon Ella Long.

Absent were: Mr. Benson Warren and Dr. Mary Dzindolet

Tom Sutherlin distributed copies of the Status Report on Institutional Effectiveness, and said we need to focus in particular on the productivity chart in that report, as well as the FTE to full-time faculty ratio. Mr. Sutherlin explained how he got this data. Dr. Ted Snider asked about overload, and Mr. Sutherlin said it is not calculated from these charts.

He made reference to page 3 in “Report of a Comprehensive Visit to Cameron University.” He explained that last time NCA came, we had no programs at Level III, and it has been Cameron’s goal to have everyone at Level III by now. He feels by the time he writes his report we will be in compliance.

We have evaluated PQIR’s in the programs listed in the report. Mr. Sutherlin spoke about CIP codes and the Institutional Effectiveness System, and explained how he arrived at some of the data. Level III data hasn’t been compiled yet, and at the next meeting Mr. Sutherlin will request some things he will need to correct our notification form reports.

Mr. Sutherlin asked Samantha Thomas about running a NCHEMS student satisfaction test this year, probably in April. He said we will probably need to do 200.

Dr. Snider asked if assessable objectives on general education fulfills the eleven criteria of assessment, as they are considering a faculty type assessment test that asks faculty members which part of their program is their best part. Tom Sutherlin said this is a major accomplishment and we should proceed with it.

Tom Sutherlin will be proceeding with the Level III awards to the departments. Dr. David Groves suggested giving out the awards at the fall faculty meeting in August, and there was some discussion about this, but nothing has been decided yet.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jon Ella Long
Minutes
Institutional Assessment Committee
March 10, 2004

Meeting was convened at 3:30 p.m. in Room 314, S. Shepler.

Present were: Dr. Marge Kingsley, Ms. Carolyn Kinslow, Dr. Ted Snider, Dr. David Groves, Mr. Benson Warren, Dr. Mary Dzindolet, Mr. Tom Sutherlin and Ms. Jon Ella Long

Absent was: Ms. Samantha Wartley-Thomas

I. CAAP Examinations

Mr. Sutherlin explained that the purpose of the CAAP tests is to measure the knowledge of the students. This semester, the exam for critical thinking will be given in the School of Science and Technology. Mr. Sutherlin asked Ms. Carolyn Kinslow about the date to administer the creative writing exam in her department, and she indicated it will be the third week in April.

II. Recommendation for Awards

Mr. Sutherlin said Dr. Sullivan, the Acting Provost, was excited about the proposed Level III recognition certificates. Dr. Sullivan will visit with the President for final approval, then we will award them to the departments that have achieved Level III. The awarding of these plaques will also be noted in our upcoming NCA report.

Discussion was held about how and when to give out the awards and at what intervals. It was decided to give certificates for the first three years, making each one a little nicer each year. Mr. Sutherlin will endeavor to convince the President to award them at the Fall Faculty and Staff meeting. He also said we need a statement on our website about what we consider to be the quality of learning, and we need to decide what we consider to be the epitome of quality: for example, would it be money for departmental travel or funds to supplement some special departmental project.

II. Excel Training

Excel, which is Microsoft’s spreadsheet program, is a powerful tool, and Mr. Sutherlin feels it needs to be used campus-wide. He is offering to facilitate getting started with training sessions for staff and faculty, and will be talking to Mr. Pinkston about doing a workshop soon.

III. Other

Dr. Ted Snider passed out a matrix for general education.

There being no further business, the meeting was adjourned.

Respectfully submitted

[Signature]

Jon Ella Long
Secretary
I. CAAP Examinations for Writing and Creative Thinking
   Dates:
   Writing
   Critical Thinking

II. Recommendations for Awards
    a. Level III Accomplishment
       1. First Time Accomplishment - Letter of Achievement
       2. Three Years - Certificate
    b. Sustained Level III Accomplishment - Trophy
    c. Cameron University Quality Award - Trophy and Budget Supplement

III. Excel Training

   Spread Sheet tools for:
   Statistical Analysis
   Budgets

IV. Other Business