Minutes
Institutional Assessment Committee
November 14, 2007
Chair: Mr. L. Benson Warren

The meeting convened at 3:30 p.m. in Howell Hall Room 107.

Present were: Mr. L. Benson Warren; Mr. Don Aguilar; Ms. Edna McMillan; Dr. Mary Dzindolet; Mr. Steve Adams; Mr. Greg Treadwell; Tom Sutherlin; and Ms. Jon Ella Long

Absent were: Ms. Jennifer Holland, Dr. Jim Heflin

1. Approval of minutes from April 25, 2006, meeting

Mr. Benson Warren called the meeting to order. Minutes from the April 25, 2006, meeting were distributed to those present. Mr. Warren asked for a motion to accept the minutes. Mr. Aguilar made the motion, Dr. Dzindolet seconded it, and the minutes were approved.

Mr. Warren opened the meeting by saying he had asked the deans for nominations to this committee, but since there was membership still in place from before, those members will remain until their term ends. There are two new members, Mr. Greg Treadwell from the School of Business and Mr. Steve Adams from the Communications Department.

2. Revised PQIR Presentation Process

Tom Sutherlin explained that this year we are going to change the way we do the PQIR process. The departments will submit written reports to their department chairs, and then make Power Point presentations to members of this committee, to their chairs and deans, and to the Vice President for Academic Affairs. The meetings will be structured in sixty-minute increments, with thirty minutes for the presentation, fifteen minutes for questions and answers, and 15 minutes for evaluation of the report.

Cameron is scheduled to have a site visit from the Higher Learning Commission in 2010, and we are beginning preparations. The HLC is very interested in assessment and outcomes, and will reviewing the PQIR process to make sure we are doing what we say we are doing. They will expect to see electronic evidence to verify that that assessment is embedded in the culture of the institution. We will provide an evidence room for the HLC team during the site visit, and each department should make sure their file cabinets are in good order, as the team has the right to examine our documents. Mr. Sutherlin said five years of data should be sufficient.

Mr. Sutherlin distributed notebooks he had prepared for the committee to use in evaluating the departmental PQIR presentations, and explained what was included in the notebooks. He encouraged the committee to be collegial in their review and comments during the presentations. A template has been provided to the departments to do their PQIRs. The IRA office staff will draw numbers to determine the sequence of the meetings. All faculty who are not in class should be present and available for questions during the presentations.

Mr. Sutherlin also passed out blank calendar pages for December 2007, and January and February 2008. He requested the members of this committee mark their schedules on these calendars and return them to Mr. Sutherlin no later than Monday, November 19. There will be a training session for this committee at 4:00 p.m. on November 28 in Howell Hall 107.

Last year, at the suggestion of the Committee for Policies and Standards, we instituted a course evaluation process, and this year we will be contracting with NSSE (National Survey of Student Engagement) to conduct satisfaction surveys of our students. These are all positive aspects of the assessment process involving the entire organization. Student Affairs is conducting surveys of student satisfaction of their areas. Mr. Sutherlin plans to meet with Dr. Lance Janda and Ms. Jennifer Holland next week to work on this process.

Mr. Warren said the next meeting of this committee will be on November 28, at 4:00 p.m., in this same location.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jon Ella Long
Agenda
Institutional Assessment Committee
November 14, 2007

Membership: Benson Warren, Chair, James Heflin, Greg Treadwell, Mary Dzindolet,
Steve Adams, Don Aguilar, Edna McMillan, Jennifer Holland, John McArthur, Tom
Sutherland

Recording Secretary: Jon Ella Long

I. Introductions
II. Review for approval minutes of April 25, 2006
III. Revised PQIR Presentation Process – Tom Sutherland
IV. Higher Learning Commission Guide – Tom Sutherland
V. Calendar for PQIR Presentations
   a. Identify times committee members are available for meetings
   b. Consider alternative times
VI. November 28 training meeting
VII. Other business
   a. Process goals
   b. Refining the process
VIII. Adjournment
The meeting was convened at 3:30 p.m. in the CETES Building Conference Room.

Present were: Dr. M. Suzanne Clinton, Chair, Mr. Don Aguilar, Ms. Edna McMillan, Dr. Mary Dzindolet, Mr. Tom Sutherlin, and Ms. Jon Ella Long

Absent: Dr. Larry Kruse

1. Approval of minutes from March 28, 2006, meeting

Dr. Clinton called the meeting to order. Minutes from the March 28, 2006, meeting were distributed to those present. Dr. Clinton asked for a motion to accept the minutes. Don Aguilar made the motion, Edna McMillan seconded it and the minutes were approved.

2. Discussion of Entry Level Classes

Mr. Sutherlin discussed the different entry level classes offered at Cameron and the methods by which they are administered.

A long discussion was held about how many of Cameron's students cannot adequately read or write. Methods and possible solutions for assisting them in overcoming these deficiencies were discussed. Some suggestions included requiring teachers to emphasize adequate writing skills and making this a part of the teacher's evaluation process, re-introducing Reading Across the Curriculum and Writing Across the Curriculum, and, ultimately, making the faculty accountable. Dr. Clinton suggested conducting a survey of the faculty and ask how they might encourage writing in their classes. Mr. Sutherlin will devise a survey to be sent to the faculty and inquire about writing assignments. Dr. Dzindolet felt this was positive.

Dr. Clinton remarked that it's not just entering freshmen who can't read or write. She says she has many senior students with inadequate skills in this area. Dr. Dzindolet added that she also gets graduate students who can't write well. Mr. Sutherlin said next year we need to decide how we will measure general education outcomes, so if we have deficiencies, we can go back and correct them. The majority of our students say they come to CU to improve their lives and get a good education. We need to work on ways to see that they are successful when they enter the workplace. Mr. Sutherlin said we could make a recommendation to the Vice President for Academic Affairs and ask him about accountability issues. He said he hopes that, in the future, the Assessment Committee could see what levels they expect students to be at after graduation.

3. Discussion of Remedial Classes

Dr. Virginia Reasor, who has done consulting work for Cameron in the past, has been hired again to conduct a study of our entry level and remedial classes. Mr. Sutherlin has been working with the ITS staff to collect some data for her. He believes the problem we are going to find is retention, not remediation. Keeping students in school will help them succeed, and he hopes this committee can make a recommendation on this. Don Aguilar said there is a big problem with students enrolling without taking required remedial courses, and wonders if we could use CAMSIS to block students from enrolling incorrectly. Mr. Sutherlin said this committee is going to have to take a position, put it in writing, and stand behind it. Ms. McMillan said other universities require students to have higher abilities, and we do not get the same caliber of students as OU, for example. Mr. Sutherlin said we need to define our expectations first before we have a right to point the finger at the students. He said only about 10 percent of our students are the caliber of OU's, and we really need to encourage scholarship and make some difficult decisions. We are not going to be the "university of choice" until we change our behavior.

4. PQIR Process Revision

Dr. Clinton asked the committee for input on revising the PQIR process. She reminded the committee of Mr. Sutherlin's request for committee input to improve the level of participation by faculty members and revitalize the process. After open discussion, the committee consensus was for Mr. Sutherlin to prepare a recommendation for the Vice President of Academic Affairs' approval that would include HLC criteria and improve campus participation.

Mr. Sutherlin thanked Dr. Clinton for her work on this committee and the work she has done for the institution.

This is the last meeting for the year.

There being no further business, the meeting was adjourned.

Respectfully submitted,

[Signature]
Jon Ella Long