Meeting Minutes
Institutional Assessment Committee (IAC)
January 5, 2012 at 3:30 PM, Executive Board Room MCC
Cameron University
Lawton, OK

Members Present: Zeak Naifeh, Cathy Blackman, Frank Myers, Mary Penick, Terri Gentry, Mike Husak, Kirsten Underwood, Edris Montalvo, Maxwell Kwenda, Courtney Glazer, Pam Rogers, Roxanne Gooch, Mike Estep, Jim Heflin, Benson Warren, Karla Oty, John McArthur. Howard Kuchta

Members Absent: Jawad Drissi, Carla Guthridge, Carolyn Kinslow

Chair Benson Warren called the meeting to order at 3:30 pm.

1.0 Old Business:
Jim Heflin moved to approve the November 10, 2011 meeting minutes as submitted, Mike Estep seconded the motion. Motion Passed.

2.0 New Business:
2.1 Provost McArthur began by thanking everyone for their many hours of work on the IAC. He also thanked the members who participated in the luncheon meeting with the representatives from OSU.

2.2 Benson Warren opened the floor for discussion concerning the assessment process just finished in December. What did we learn? How can we do it better next year? Here is an outline of the discussion:
*The roundtable discussions went well because of good facilitation by Karla and the pre-meetings between Karla, the appropriate Dean, and the IAC Reviewers. It enabled the discussion to be focused and stay on track.

*The roundtable was a better way to discuss actual learning outcomes.

*A survey is to be created to solicit input from the campus about ways to improve the roundtable process (Howard Kuchta will create the survey)

*Provost McArthur offered to assist in our process by helping to encourage the development of knowledge about the assessment process and encourage Deans to be actively involved.

*Perhaps offering a more flexible time schedule to the programs that have the roundtable discussions. Some programs need 50 minutes while others could benefit from a longer time span.

*Across campus, we should emphasize this is a “peer review process”
Meeting Minutes
Institutional Assessment Committee (IAC)
January 5, 2012 at 3:30 PM, Executive Board Room MCC
Cameron University
Lawton, OK

*It may be beneficial to offer workshops on certain aspects of the assessment process.

*There is a workshop planned on the topic of curriculum mapping this spring.

*There was some discussion concerning the idea of “consultants” assisting departments in their assessment process. The consultants would be the IAC reviewers. This process would require an even larger time commitment from the IAC members.

*Some discussion pertaining to feedback given to non-academic units by academic members and academic feedback given by non-academic members. Members concluded that the learning curve on each side, academic and non-academic, made the process worthwhile.

*Discussion concerning the need for continuity among feedback from IAC reviewers.

2.3 Gen Ed Roundtable.
There are nine members of the IAC who are meeting to discuss the Gen Ed review process. The members are: Courtney Glazer; Howard Kuchta; Carla Guthridge; Pamela Rogers; Benson Warren; Carolyn Kinslow; Zeak Naifeh; Maxwell Kwenda; and Mary Penick. The meeting is tentatively scheduled for Tuesday January 10, 2012 at 2:00 in the Executive Board Room of the MCC.

2.4 Mary Penick made a motion to adjourn the meeting; Terri Gentry seconded the motion. The meeting adjourned at 4:50 pm.

Submitted by: Mary Penick