Minutes
Institutional Assessment Committee
January 24, 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, Dr. Suzanne Clinton, Mr. Don Aguilar, Dr. Mary Dzindolet, Dr. Larry Kruse, Tom Sutherland, and Ms. Jon Ella Long

1. Approval of Minutes from December 2, 2004, meeting

Minutes from the December 2, 2004, meeting of this committee were distributed to those present. Dr. Kingsley asked for a motion to accept these minutes. Mr. Benson Warren made the motion, Ms. Carolyn Kinslow seconded it, and the minutes were approved.

2. CAAP Results

Mr. Sutherland talked about the results of the CAAP tests from the Fall Semester, 2004, and outlined plans for the coming semester. Cameron is performing slightly above Oklahoma peer institutions, but the goal is to perform above the national average. In the future, we must find faculty who believe in assessment and who will take the process seriously and impress this on their students. Mr. Sutherland remarked unfortunately you don’t know until you get the tests back whether or not they were taken seriously. Discussion was held about incentives that could be used to encourage and/or entice students to understand the importance of the tests and persuade them to do well, how to administer the Critical Thinking Exam and how to get the best results. Dr. Clinton suggested this committee might nominate faculty who would do a good job in administering the tests.

3. Strategies for Improving the Assessment Process
   a. Streamlining assessment reports

Tom Sutherland said the Institutional Assessment report needs to be revamped. Dr. Kingsley suggested the members go back to their departments and ask the faculty what they would suggest to streamline this process.

   b. Assuring results are used to improve student learning

The best approach for using assessment outcomes in budget planning was discussed. The focus of the PQIR reports is to improve student learning. Dr. Kingsley remarked that we don’t want to get so lost in the data that we lose sight of what we are doing.

4. Distribution of PQIRs

The PQIR sheets were distributed by Mr. Sutherland who explained how the process works. He talked about what constitutes Levels 1, 2 or 3, and said the bottom line with the Higher Learning Commission is very simple: we are supposed to be at Level 3. He talked about various assessment documents and how they are used. Committee members will consider how PQIRs have improved student learning and if are there ways to improve the process.

Mr. Sutherland will bring the PQIRs to the next meeting so everybody can have a chance to read them.

5. Other

The next meeting of this committee will be on Monday, February 28, 2005, at 3:30 p.m. in the Administration Building Conference Room.

There being no further business, the meeting was adjourned.

Respectfully submitted,

[Signature]
Jon Ella Long
1. Approval of December Minutes

2. CAAP Results

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

4. Distribution of PQIRs

5. Other