

Minutes
Institutional Assessment Committee
October 23, 2008
Chair: Mr. L. Benson Warren

The meeting convened at 3:45 p.m. in Howell Hall Room 107.

Present were: Mr. L. Benson Warren; Mr. Greg Treadwell; Mr. Steve Adams; Dr. Mary Dzindolet; Ms. Jennifer Holland; Mr. Tom Sutherlin; and Recording Secretary, Ms. Jon Ella Long

Absent was: Dr. James Heflin, Dr. Philip Schroeder

1. Approval of minutes from September 10, 2008, meeting

Minutes from the September 10, 2008, meeting of this committee were distributed to those present. Dr. Mary Dzindolet mentioned that she was absent on September 10, which was not noted. Mrs. Long will make this correction and issue new minutes via campus mail to all committee members. Steve Adams made a motion to approve the minutes with correction. Greg Treadwell seconded the motion, and the minutes were approved. Those absent will receive copies of these minutes via campus email.

2. Update regarding increasing the membership on the IAC

Chair Benson Warren said this committee had agreed at the previous meeting to start the process to increase membership of this committee by going through the Faculty Senate. However, after he and Tom Sutherlin reviewed the Faculty Handbook, they realized the description of this committee was vague and needed to be updated. Mr. Warren will postpone going to the Faculty Senate until the description is rewritten, but that option will still be available later, if we wish. He also talked to Dr. McArthur about appointing some new members, which the vice president has the authority to do with the president's approval. If this occurred, these new members could be on board right away to assist in the PQIR meetings, but he hasn't heard back yet. Benson will work on the description with Mr. Sutherlin and bring it back to this committee for their approval. Discussion was held about how the PQIR meetings will be handled this year, particularly if there are new members. Dates for PQIR meetings this year are between November 15 and January 15. The deans are supposed to let Tom Sutherlin know what dates they want for the schedule.

3. Discuss Administrative Review form and how to evaluate presentations

Mr. Sutherlin passed out copies of the document he had written entitled, "Guidelines for PQIR Administrative Review." These were sent twice previously to the department chairs and the deans for their consideration and their suggestions have been incorporated. They have also been sent new templates.

He said he wanted to emphasize that the most important thing we need to remember is that this is about improving student learning.

Jennifer Holland mentioned it would be very helpful if the committee members could have copies of last year's evaluations to use during the meetings. After some discussion, it was agreed that a directory will be established on the "W" drive and copies of last year's evaluations will be scanned and placed into it. This way, each committee member will have access to anything they may need for their use in the meetings.

Mr. Greg Treadwell said it is this committee's obligation to get people on this campus to take ownership of the process. Mr. Sutherlin said all department chairs and deans have been given the "Roadmap" book and briefed on the protocols.

Jennifer Holland suggested that awards should be given to those departments that make significant progress. Mr. Sutherlin said recommendations have been made three different times to various Vice Presidents, but approval was never received. We cannot give out awards without the administration's approval.

4. Review schedule and this year's presentation changes

Mr. Sutherlin said he would like this committee to meet around November 12 to compare schedules. Benson Warren has sent out detailed instructions to the deans about what they supposed to do. The new review form will match up to the power point and the deans are supposed to be in charge of this. Extra time has been added to the discussion portion of the meetings, as this seemed to be very productive and valuable last time.

5. Plan review for other institutional programs

Mr. Sutherlin said we need to focus on reviewing the Student Affairs, Enrollment Management and Academic Support departments and get them up to speed and running. Jennifer Holland said she feels her area is in good shape and would be ready for any kind of review. Mr. Sutherlin suggested having the whole committee present for the student affairs presentation. A report has not been done in Enrollment Management and Academic Support for several years.

6. General Education Assessment

This committee needs to get closer to the General Education committee, according to Mr. Sutherlin. This could improve what we are doing by having a link between composition and math areas, which could really be positive and improve what we do. As we continue to get ready for the Higher Learning Commission visit, we need to remember that improving student learning was specifically mentioned in the last approval letter.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jon Ella Long
Secretary