Minutes
Institutional Assessment Committee
August 26, 2004
Chair: Dr. Marge Kingsley

Meeting was convened at 3:30 p.m. in the Administration Building Conference Room

Present were: Dr. Marge Kingsley, Dr. Gary Buckley, Dr. Mary Dzindolet, Ms. Carolyn Kinslow, Dr. David Groves, Mr. Tom Sutherlin, Ms. Samantha Thomas and Ms. Jon Ella Long

Absent: Dr. Suzanne Clinton, Mr. Benson Warren

1. Welcome new members

Dr. Kingsley thanked everyone for coming. Dr. Suzanne Clinton is a new member.

2. Approval of Minutes

Dr. Kingsley asked for a motion to accept the minutes from the April 14, 2004. Ms. Kinslow made the motion, Dr. David Groves seconded it, and the minutes were approved.

3. Election of Chair

Dr. Kingsley said because Dr. Ted Snider will not be the Chair of the General Education Committee this year, that committee will have a new chair who will replace Dr. Snider on the IAC. Dr. Buckley said he will remind the General Education Committee that their new chair will be their IAC representative.

4. Status Report on Assessment of Student Academic Achievement

Mr. Sutherlin distributed copies of the Institutional Effectiveness System report, which he said should be considered as a general guide. He talked about how we need to emphasize the planning element and what the departments do when they look at assessment learning. The back page is a reflection of what goes on and when activities occur.

Dr. Kingsley reported that President Ross wants student assessment to be a priority this year. Since all of our programs did not make Level III, we need to show improvement in our performance. Dr. Buckley said all we really had to demonstrate for this report was that we were making substantial progress towards Level III. The Institutional Assessment Committee should serve as a liaison to the schools as they work further on this.

Mr. Sutherlin said that this report is the heart of the monitoring report. On page 4 is a summary of what has happened since the Higher Learning Commission was here last, and it shows that we are doing better and have made substantial progress. Mr. Sutherlin said as we bring new programs on line they will not be at Level III for at least 3 years. We also need to decide what “substantial” means and set a goal to achieve it.
This year we will be giving 100 English assessment tests in the fall and 100 in the spring, rather than giving 200 at one time. Doing this will enable us to obtain more data points. We will also be looking at math scores, and may want to do 100 of these, also. On critical thinking, our scores are considerably below the national mean. One reason for this may be that some of the students, as well as some of the faculty, don’t take these tests seriously. Every recommendation this committee has made to assist the instructors is in this report.

Dr. Buckley said quite a few of our programs are at Level III and he sees improvement in the report. If we get some others to come along it will help us -- we just need to keep pushing. He said he has been working on assessment since 1989 and has always tried to find ways to improve. Mr. Sutherlin said this committee’s review of the PQIRs is extremely important because this demonstrates faculty member participation. He further stated the process was not the reason for assessment of student learning. The goal of all of this is to improve this institution by better educating and serving the students.

Dr. Buckley wonders if this committee should make a recommendation for institutional support. Mr. Sutherlin indicated the committee made recommendations for improved recognition of successful assessment three times and never got an answer.

Other activities the committee supported included hosting a portfolio workshop last fall. The departments who are succeeding are the ones who attended. Dr. Kingsley said if we got the Faculty Senate involved it might help.

Ms. Wartley inquired what happens to departments who do not achieve Level III. Mr. Sutherlin said really nothing, at this point. Different departments have made progress in different ways. For example, the Art Department and the MBA program have gone way beyond Level III. Ms. Wartley asked what documents are sent to the Higher Learning Commission. Mr. Sutherlin said this year they were sent the actual PQIRs. Mr. Sutherlin said we still need to take the survey of student satisfaction. Dr. Kingsley suggested letting some of the departments who are lagging behind see the PQIRs from the successful departments. Mr. Sutherlin said they can look at the PQIRs on the Cameron website at any time. One of the methods we have been using for the past seven years includes providing copies of the PQIRs and a copy of the Annual Institutional Assessment Report to each academic department. The PQIRs are on the intranet to reduce the amount of paper used and the cost of producing such a large report.

Respectfully submitted

[Signature]

Jon Ella Long
Secretary
Institutional Assessment Committee  
Thursday  
August 26, 2004 – 3:30 P.M.  
Administration Building Conference Room  
Chair: Dr. Marge Kingsley

Agenda

1. Welcome new members
2. Approval of minutes of April 14, 2004, meeting
3. A request to the General Education Committee for election of a Chair to serve on the Institutional Assessment Committee
4. Status report on Assessment of Student Academic Achievement
5. Comments – Vice President Buckley
6. Other business