Institutional Assessment Committee
Meeting Minutes from January 12, 2016

Time: 3:00 p.m.
Location: MCC Boardroom

Attendance: William Carney, Travis Childs, Tahzeeba Frisby, Michael Husak, Muhammad Javed, Gokul Kadel, Gary Kowaluk, Howard Kuchta, Robin Lee, Richard Lowe, Philip MacKenzie, Kyle Moore, Edris Montalvo, Karla Oty, Brandi Parker-Nunley, Mary Penick, Adam Randell, Renee Roach, Lorinda Rogers, Jason Smith, Ronna Vanderslice

Absent: Emma Andrews, Jared Neumann, Buddy Odom, Ali Soylu, Yanjun Zhao

1. *Approval of Minutes – October 28, 2015 meeting*
   Mike Husak presented minutes from the October 28, 2015 meeting. **Kyle Moore** moved to accept the minutes and **Lorinda Rogers** seconded the motion.

2. *Academic Programs, Library, University Success Programs and Developmental Education Roundtables – Looking back*
   Mike Husak said the new questions seemed to be working very well. During one of the roundtables, there was a recommendation to change the wording. The wording was revised and was well received among the programs and departments.

   Ronna Vanderslice expressed that she was pleased with the new format and that the feedback seemed more meaningful since the technical items are being excluded from the review form. She said that it was a good experience for most of the programs. She expressed her thanks to the Institutional Assessment Committee for their work and noted that progress is being made toward assessment.

3. *General Education Roundtables – Looking ahead*
   Karla Oty said that she would be sending a request to determine when appropriate members were available for general education roundtables. **Edris Montalvo** said that one representative from the General Education Committee would be present at all of the pre-roundtables and roundtables if at all possible. Ideally, there should be an appropriate person from each of the respective departments attend the meetings.

4. *Assessment Web Page Information*
   Mike Husak stated that there has been a change in the requirements. There are some areas of the website that currently need to be updated. One area to review is *Evidence of Student Learning* and another is the *Use of Student Learning Evidence*.

   Edris Montalvo mentioned that the committee needs to consider what other institutions are doing and review their assessment plans. **Karla Oty** also requested input on the data included on the assessment website.

   NILOA – National Institute for Learning Outcomes Assessment, is the target audience for the data.

   Mike Husak said that we could possibly take answers from the analysis questions and include that as part of the data. **Karla Oty** agreed that we could use some of the information. She also said that NILOA is looking for

assessment data from their students.   She mentioned that some data is available from NSSE, but it does not directly align with program outcomes. However, it can be used for general education outcomes.

Ronna Vanderslice said that we will need to use the capstone data for this year and look at new options for the next assessment cycle.

5. ***Excellence in Assessment Application***
   Mike Husak noted that institutions deserve recognition for their accomplishments with the assessment process. Cameron University will submit an application for the *Excellence in Assessment* distinction. A few people have been approached to assist with the application.

   Karla Oty included that this distinction would be very useful as Cameron University prepares for the next HLC visit.

6. ***Spring Workshop – Conducting Surveys of Alumni***
   Mike Husak recommended an option of providing workshops in producing surveys. The workshops could be sponsored by the IAC committee and Frank Myers could lead the workshops.

   Additional discussion convened regarding the use of data tables.   The committee recommended that a workshop be presented on "*Best practices for presenting data in WEAVE*".

7. ***Other Business***
   None

8. ***Adjourn***
   At 4:03 p.m., **Mary Penick** made a motion to adjourn.   **Edris Montalvo** seconded and the motion passed unanimously.