

Institutional Assessment Committee

Meeting Minutes from October 28, 2014

Time: 4:00 p.m. – 5:00 p.m.

Location: MCC Executive Boardroom

Attendance: James Dover, Ryan Flood, Sarah Godsave, Susan Hall, Michael Husak, Muhammad Javed, Gary Kowulak, Howard Kuchta, Robin Lee, Monika Linehan, Richard Lowe, Philip MacKenzie, Kyle Moore, Buddy Odom, Karla Oty, Brandi Parker-Nunley, Mary Penick, Barbara Pickthorn, Adam Randell, Renee Roach, Lorinda Rogers, Greg Treadwell, Ronna Vanderslice, Yanjun Zhao.

Absent: Tahzeeba Frisby, Kirsten Underwood

1. **Approval of Minutes – August 22, 2014 meeting**

Mike Husak presented minutes from the August 22, 2014 meeting. **Ronna Vanderslice** requested to amend the amount of funding provided to the general education committee for assessment. It was written as \$1,000.00, but needs to be corrected to accurately reflect \$2,000.00. **Renee Roach** stated that she will update the minutes and submit to **Mike Husak**.

Mary Penick moved to accept the minutes as amended and **Lorinda Rogers** seconded the motion.

2. **September 12, 2014 Fall Open Assessment Meeting and Workshop**

Mike Husak indicated that the format was presented in a “workshop” style atmosphere. There was a great turnout at the general session. The individual sessions were well attended. **Mike Husak** commended the presenters for their assistance. The presenters were: **Karla Oty, Howard Kuchta, Jenn Abel and Mike Husak**.

3. **September & October 2014 Roundtables**

Karla Oty stated that the roundtables were assigned and well represented. She asked for feedback from the IAC committee on the success of the roundtables. **Mary Penick** mentioned that her roundtables were successful and those individuals who participated were receptive to the reviewer comments. The participants accepted the recommendations and also provided great suggestions on improving their own assessment plans.

Ronna Vanderslice noted that meeting with the Deans prior to the roundtable is beneficial. She also added that the layout of the roundtables works well by providing positive feedback as well as constructive criticism.

4. **Reviewer Deadlines for Academic Programs, Library and Teaching and Learning**

Karla Oty reminded IAC members that the reviewer deadline was **November 3, 2014** for all academic programs, Library and Teaching and Learning. It is recommended that reviewers work independently first and then meet with partner to discuss and enter the comments. When program review is completed, a “WEAVE Reviewer Recommendation” form needs to be submitted for each of the programs being reviewed. She requested that reviewers include areas of concern on the form. Likewise, the form is due to be submitted to **Karla Oty** or **Jenn Abel** by the **November 3, 2014** deadline.

Karla Oty will schedule roundtables beginning **November 4, 2014**. She will send the recommendations to **Ronna Vanderslice** for the final decision. Roundtable meetings will begin on **November 17, 2014**. All new programs are required to have a roundtable regardless of the IAC recommendation.

5. **Roundtables for Academic Programs, Library and Teaching and Learning – overview of process and scheduling**

Karla Oty presented the schedule for upcoming roundtables and requested that all IAC members review the schedule and provide available times to her by **November 7, 2014**. She recommended providing multiple dates as options as opposed to limiting to a few.

Mike Husak spoke about the pre-roundtables to be held with the Deans. The sessions offer insight as to the benefits and concerns of the individual department's assessment plan. **Karla Oty** added that the pre-roundtables allow main issues to be addressed and determine what concerns are best discussed in the hour-long roundtable discussion.

6. **General Education Review Schedule**

General Education departments should finalize changes in WEAVE by **Friday, October 24, 2014**. IAC reviewers will review and make recommendations by **January 21, 2015**.

7. **Other Business**

Mike Husak asked general education reviewers to remain for a short discussion following the adjournment of the general IAC Committee meeting.

Karla Oty called for any last words of wisdom for the new reviewers on the committee. **Mary Penick** stated that the process will become easier with time. As reviewers become familiar with assessment review, they will feel more confident in their ability to make valid recommendations. **Howard Kuchta** agreed by sharing that his experience on the IAC Committee has given him the ability to recognize problem areas and address them in an attentive manner.

8. **Adjourn**

Ryan Flood made a motion to adjourn. **Kyle Moore** seconded the motion and the motion passed unanimously.