

# Institutional Assessment Committee

## Meeting Minutes from August 20, 2015

**Time:** 3:30 p.m.

**Location:** Administration Board Room

**Attendance:** Travis Childs, Tahzeeba Frisby, Michael Husak, Muhammad Javed, Gokul Kadel, Gary Kowaluk, Howard Kuchta, Robin Lee, Richard Lowe, Philip MacKenzie, Kyle Moore, Edris Montalvo, Buddy Odom, Karla Oty, Mary Penick, Adam Randell, Renee Roach, Lorinda Rogers, Jason Smith, Ronna Vanderslice, Yanjun Zhao

**Absent:** Emma Andrews, William Carney, Jared Neumann, Brandi Parker-Nunley, Ali Soylu

1. **Introductions**

**Mike Husak** encouraged each member to introduce themselves given the new academic year and changes in membership.

2. **Approval of Minutes – May 5, 2015 meeting**

**Mike Husak** presented minutes from the May 5, 2015 meeting. **Renee Roach** moved to accept the minutes and **Kyle Moore** seconded the motion.

3. **Assessment Report and 3-year Update**

**Mike Husak** noted that the reports are available in AggieAccess under the “IAC Group”. Members should reference the reports and calendar for informational purposes.

4. **Reviewer Comments and Feedback – Student Services Summer 2015**

**Mike Husak** extended his appreciation to the members who conducted summer peer reviews. Several members expressed that the summer review process was less hectic and the roundtables were organized and efficient.

**Karla Oty** stated that she submitted the questions for the roundtables to the direct supervisors well in advance. As a result, they were more prepared to answer the peer reviewer’s questions and respond to comments.

**Karla** also spoke about the new procedure for recommending changes related to technical issues in WEAVE. She said that an email was sent to the supervisor recommending the technical changes as opposed to addressing them in the roundtable. This process seems to be working effectively.

5. **New PQIR Question**

**Karla Oty** reiterated that a new analysis question was added in WEAVE. All units should answer the new question. It has been added as question number nine and relates to participation of unit members in the assessment process. Units should include all persons who participate in assessment.

6. **2015-2016 Assessment Calendar**

Copies of the new 2015-2016 assessment calendar were distributed to the membership. **Karla Oty** referenced particular upcoming deadlines for those programs involved in the first round of reviews.

7. **Reviewers for Admissions, Enrollment Management and New Student Services, Academic Enrichment, Athletics, Upward Bound, Open Doors, Registrar, Public Affairs and Teaching and Learning (Testing Center, Tutoring Labs, Student Support Services and Academic Advising Center)**

**Karla** explained that peer reviews should be conducted for the above programs during the period of September 3 – September 17, 2015. Roundtable discussions will be scheduled during the period of September 25 – October 9, 2015.

Karla paired a lead reviewer with a new reviewer in all areas possible.

8. **Peer Review Training**

**Karla** said that all reviewers are required to attend peer review training at least once a year. She will send an email requesting available times for members to attend the training.

**Mike Husak** stated the importance of attending the training to remain aware of changes in the assessment process from one academic year to the next.

9. **Assessment Funds**

**Mike Husak** said there is \$10,000 in funding to help support programs that need assistance with their assessment process. Several members noted areas in which they recognized a need for improvement.

**Mike** mentioned that we could offer assistance in writing a proposal to request funding for those programs that need assistance. Peer reviewers should recommend areas in which funding might be utilized within a respective program.

10. **Fall Open Faculty/Staff Assessment Meeting – September 11, 2015, 9:30 a.m. in CUSC 100**

The meeting will be open to the entire campus and will provide an opportunity for faculty and staff to ask questions related to the assessment process. **Mike** will provide updates which will be beneficial to faculty and staff who are not familiar with the assessment process.

There will be two new items presented at the meeting:

1. The addition of analysis question number 9.
2. Programs need to be thinking about how we are using assessment data. How have our actions actually affected our programs?

**Mike** stated that we have listened to the recommendations provided on the assessment survey and have made adjustments to the process. Technical items will be emphasized less in the new year.

11. **Other Business**

**Karla** notes that there will be upcoming office hours for help with WEAVE online. **Philip Kinslow** will be in attendance to assist with excel and data analysis.

12. **Adjourn**

At 4:09 p.m., **Mary Penick** made a motion to adjourn. **Kyle Moore** seconded and the motion passed unanimously.