

# Institutional Assessment Committee

## Meeting Minutes from October 28, 2015

**Time:** 4:00 p.m.

**Location:** CETES Conference Center

**Attendance:** William Carney, Travis Childs, 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, Ali Soylu, Ronna Vanderslice, Yanjun Zhao

**Absent:** Emma Andrews, Tahzeeba Frisby, Jared Neumann, Buddy Odom, Jason Smith

1. **Approval of Minutes – August 20, 2015 meeting**

**Mike Husak** presented minutes from the August 20, 2015 meeting. **Mary Penick** moved to accept the minutes and **Travis Childs** seconded the motion.

2. **Fall 2015 Open Assessment Meeting – comments and feedback**

**Mike Husak** asked the committee to provide any comments on the open assessment meeting that was held September 11, 2015. The committee members indicated they felt it was a success and was well received.

3. **September meeting with Deans and unit supervisors**

**Mike Husak** mentioned that the meetings held with the Deans and unit supervisors were productive. It was noted that more effort will be given to provide enhanced communication between the Deans and IAC.

There was a misconception among some of the Deans relating to approved measures. **Mike Husak** reminded the Deans that once an outcome is marked as approved, the IAC peer reviewers can no longer make comments or recommendations.

**Mike Husak** recommended that the Deans attend the IAC meetings when it is feasible.

4. **Update on IAC funds**

**Mike Husak** reiterated that IAC peer reviewers should provide recommendations for departments or programs that could benefit from receiving IAC funds.

Some funds have already been distributed to a few programs such as general education.

5. **September/October roundtables – comments and feedback**

Roundtables are currently being held and feedback seems to be positive at this time. **Karla Oty** said that she provided the questions ahead of time and this helped the departments to feel more prepared.

**Howard Kuchta** said that there were a few cases in which departments could not determine whether comments were technical or substantive. However, the overall consensus is that the departments like the differentiation of technical items that need to be addressed.

**Karla Oty** asked the peer reviewers if they would like to be copied on emails being sent to the programs relating to the correction of technical items. The recommendation from IAC was to be blind copied on the emails.

6. **Upcoming reviewer deadlines for Academic Programs, Library, University Success Programs and Developmental Education.**

**Mike Husak** reminded the committee that November 3, 2015 is the upcoming deadline for peer reviews. He provided a short reminder of the typical review process as explained below:

1. Meet with IAC Peer Reviewer to discuss any items that need to be revised
2. Enter the recommendations in WEAVE Online
3. Send reviewer comment form to **Karla Oty**

**Mike Husak** also stated that the review sheet provided by **Karla Oty** is very helpful to use as a guide during the review process.

**Karla Oty** discussed that she will review all of the comments and make note of any issues and whether they have been addressed. She said that IAC members can read comments from past years review and determine whether the change has been made in WEAVE for the new assessment year. She also checks that all comments have been entered into WEAVE.

7. **Scheduling of Roundtables**

**Karla** emailed copies of the spreadsheet which included timed of availability. She requested that all reviewers respond if they have not already. It was mentioned that she would plan to have more time between the pre-roundtable and roundtable if at all possible.

8. **General Education presentation to the President's Strategic Planning Committee**

**Edris Montalvo** met with the President's Strategic Planning Committee to present information on assessment related to general education. **Edris** indicated that it went very well.

9. **Other Business**

None

10. **Adjourn**

At 4:40 p.m., **Mary Penick** made a motion to adjourn. **Lorinda Rogers** seconded and the motion passed unanimously.