

Institutional Assessment Committee

Meeting Minutes from August 17, 2018

Time: 9:31 am

Location: MCC Executive Boardroom

Attendance: Krystal Brue, David Bublitz, Travis Childs, Jawad Drissi, Stacey Garrett, Mike Husak, Jennifer Jackson, Edna McMillian, Kyle Moore, Karla Oty, Lisa Restivo, Eileen Richardson, Wayne Smith, Kirsten Underwood, and Ronna Vanderslice.

Absent: Emma Andrews, Parshuram Budhathoki, Leslie Cothren, Stefani Goode, Margot Gregory, Brandi Parker-Nunley, James Scholz, and Ali Soylu.

1. **Introductions and Welcome Back**

After being welcomed by **Mike Husak** each member of IAC introduced themselves, a new secretary was selected. **Kyle Moore** volunteered and was voted unanimously to be the new IAC Secretary.

2. **Approval of Minutes**

The minutes from the April 20, 2018 meeting were reviewed. **Krystal Brue** motioned to accept the minutes. **Lisa Restivo** seconded the motion. The minutes were approved.

3. **Assessment Reports**

Mike Husak reminded the committee that they received several important documents via email on August 14th. In addition to the IAC calendar for that year, committee members also received the 2017-2022 Assessment report. Committee members were encouraged to review the report as well as the updates to the 2012-2022 Assessment plan and the Assessment report to the Regents.

4. **Document Sharing**

The new Aggie Access platform that will be available soon will not have the Groups section to allow for Document sharing. The committee will have a folder inserted into the W:/ drive by IT labeled **IAC**. Reviewer documents as well as assessment information can be copied to the folder to allow all IAC members access to those documents.

5. **New WEAVE training**

All IAC members must undergo annual training as a reviewer. This assessment cycle is the first to include the new **WEAVE** platform which means the IAC members also need training as a user for their departments. The next training time was announced for August 24th at 9:30AM. The new **WEAVE** platform is more user friendly, but causes some challenges for reviewers making training that much more important. **Eileen Richardson** asked if training can be done via Zoom. **Karla Oty** said she would arrange that through her office.

6. **Changes to the Roundtable Questions**

Mike Husak introduced the new standard questions that the IAC reviewers will ask each unit. **Karla Oty** handed out the form. The new questions are written to get the units to think about how what they learned from assessment and how it impacts students or unit effectiveness. Additionally, the last standard question “Does your unit have any questions for the IAC reviewers?” will be asked before the general discussion of the assessment.

7. **Open Assessment Meeting**

An open assessment meeting to allow programs and units to talk about assessment is scheduled for September 17th at 10:00am. IAC members are encouraged to attend and provide feedback on questions from the attendees.

8. **Recap of Summer Reviews**

Feedback was solicited from IAC reviewers that participated in non-academic unit reviews. **Karla Oty** reminded the IAC reviewers that did not participate that you no longer have access to the specific program’s *WEAVE* entries. Instead, a PDF version is emailed to you along with a PDF form. **Travis Childs** thought that the new PDF form was helpful. **Edna McMillan** and **Mike Husak** agreed that once the reviewer adjusts to using the form, it was an improvement. **Kyle Moore** thought the discussions were productive between the IAC reviewers and the programs being assessed.

9. **Early Non-Academic Fall Reviews**

The programs or units participating in assessment reviews for September were announced. There are 17 total with a deadline of August 31st to input all of their assessment data. The IAC reviewers will have until September 13th to provide feedback. A handout was given to those IAC reviewers that had volunteered to participate in the early fall reviews. Those same reviewers were reminded that their training on *WEAVE* is critical since they are going first.

10. **Other Business**

Stacie Garrett asked for additional details about the Open Assessment meeting. **Mike Husak** elaborated on the meetings purpose and agenda. **Karla Oty** answered some questions about the changes to the *WEAVE* platform. **Mike Husak** and **Karla Oty** thanked the IAC committee for their service for this coming AY.

11. **Adjourn**

Travis Childs made a motion to dismiss. **David Bublitz** seconded the motion. Meeting was adjourned at 9:58 am.