

Institutional Assessment Committee Meeting Minutes

September 28, 2018

MCC Executive Boardroom

Present-David Bublitz, Parshuram Budhathoki, Travis Childs, Jawad Drissi, Leisha Estep, Stacie Garrett, Stefani Goode, Margot Gregory, Michael Husak (Chair), Su Lee, Edna McMillan, Karla Oty, Lisa Restivo, Eileen Richardson, Lynda Robinson, Diane Roeder, and James Scholz.

Absent-Emma Andrews, Krystal Brue, Leslie Cothren, Jennifer Jackson, Kyle Moore, Brandi Parker-Nunley, Ali Soylu, Kirsten Underwood, and Ronna Vanderslice.

Time- 10:00 a.m.

1. **Approval of Minutes – August 2018 meeting**

The minutes from the August 17th meeting were reviewed. Stacie Garrett moved to approve minutes. Eileen Richardson seconded. The motion passed.

2. **Fall 2018 Open Assessment Meeting Review**

Mike Husak presented a report on the Open Assessment Meeting held on Friday, September 7, 2018. Committee members felt the meeting was useful and well attended.

3. **September Reviews – comments and feedback**

Members who reviewed programs in September discussed things that might be helpful in the future.

4. **Reviewer documents, POIRs, and the W: drive**

Karla Oty explained that the W: drive gives access to IAC materials. On October 5, the IRAA would make available the program reports to be reviewed in October in the W:->Workgps -> IAC. All reviewers should have access to the programs they will review and all associated documents.

5. **Upcoming reviewer deadlines for Academic Programs, Library, University Success Programs, and Development Education**

a. October 4, 2018 is the deadline for programs to complete their PQIR in Weave and mark as final.

b. October 5-November 8, 2018 is the period for reviewers to complete reviews. Karla Oty presented the reviewer assignments, and discussed best practices and deadlines.

c. November 9-19, 2018 the VPAA or President decides which programs will participate in a roundtable discussions.

6. **Scheduling of roundtables**

November 26-December 19, 2018 is the period for Pre-roundtables and Roundtable discussions with programs. Karla Oty will send a chart to be completed by reviewers of available times to attend roundtable meetings. Committee members were encouraged to send a list of their available times to assessment@cameron.edu.

7. **New roundtable questions**

Karla Oty presented the Roundtable form with new questions.

8. **General Education (GE)**

General Education reports will be available for reviewers on October 25, 2018.

9. **Discussion/Around the Table**

No major issues were discussed.

10. **Adjournment**

Diane Roeder moved to adjourn the meeting. David Bublitz seconded the motion. The motioned passed unanimously. The meeting adjourned at 10:45 am.