

# Institutional Assessment Committee

## Meeting Minutes from April 7, 2016

**Time:** 3:00 p.m.

**Location:** MCC Boardroom

**Attendance:** William Carney, Travis Childs, Michael Husak, Gokul Kadel, Howard Kuchta, Robin Lee, Richard Lowe, Edris Montalvo, Karla Oty, Brandi Parker-Nunley, Renee Roach, Lorinda Rogers,

**Absent:** Emma Andrews, Tahzeeba Frisby, Muhammad Javed, Gary Kowaluk, Philip MacKenzie, Kyle Moore, Jared Neumann, Buddy Odom, Mary Penick, Adam Randell, Jason Smith, Ali Soylu, Ronna Vanderslice, Yanjun Zhao

1. **Approval of Minutes – January 12, 2016 meeting**

**Mike Husak** presented minutes from the January 12, 2016 meeting. The recommendation was made to update the wording on item number 4 that relates to NILOA. The sentence is currently stated as “NILOA – National Institute for Learning Outcomes Assessment sets he framework for the data”. The change needs to be “the” instead of “he”.

**Lorinda Rogers** moved to accept the minutes as amended and **Edris Montalvo** seconded the motion.

2. **Committee Membership (terms ending May 2016 and future rearrangements)**

A new list of the Institutional Assessment Committee was provided detailing the current membership. **Mike Husak** expressed that there could be some IAC committee changes that are relative to the current institutional changes that are taking place. Committee members whose term expired in 2016 will not appear on the new list and new positions are listed as “open”.

3. **General Education Roundtables – Looking back**

**Mike Husak** indicated that having a representative from the General Education Committee available at the roundtable sessions was a success. **Edris Montalvo** added that this provided an array of perspectives for the group. **Lorinda Rogers** agreed that the sessions ran smoothly.

4. **Feedback on Reviewer Documents**

**Karla Oty** mentioned that there would be peer reviewer training available in June. She requested that members notify her of any issues they may have encountered with the peer reviewer document. She would like to make these changes prior to peer review training in June.

5. **2016-2017 Assessment Calendar**

**Karla Oty** passed out the assessment calendar and stated that there were not many changes to the calendar. The calendar was tailored so that there are no deadlines on Friday. It was also noted that each unit will have a general education advisor.

6. **New Units Joining Assessment**

**Mike Husak** said that three new units would be joining assessment. The three units are Printing Services, Alumni and KCCU. Some of these units will begin their assessment with the summer cycle.

7. **Upcoming Changes to WEAVE**

**Mike Husak** stated that last year there were some issues with substantive and technical recommendations. Units were required to not only review substantive comments in WEAVE, but also review comments regarding technical changes on the WEAVE review form. This cycle, there are two separate comment sections in WEAVE. One section is for substantive recommendations and the other is for technical recommendations. The new method clarifies the process as units are reviewing the peer reviewer comments.

**Mike Husak** posed the question as to how long comments should be kept in WEAVE. **Karla Oty** said that some programs have five to six years of data. She will be contacting WEAVE to see if there is a way to keep all of the data but exclude it from the DAR (Detailed Assessment Report).

There were some changes to the analysis questions. The previous wording was provided by staff at the Oklahoma State Regents for Higher Education. After further review by the Council on Instruction, additional recommendations were made to update the wording on the questions. Examples of these changes were provided in a handout for the committee to review. **Mike Husak** added that he will mention these changes at the next open assessment meeting and reiterate that comments are public and can be viewed by anyone.

**Karla Oty** said that **Jenn Abel** was currently updating WEAVE. All of the previous comments will be entered in the goals section.

8. **Summer Reviews**

**Karla Oty** provided information on the summer review schedule. There should be seven units participating in summer review and the roundtables will be scheduled during the timeframe of July 19-28, 2016. She asked for volunteer peer reviewers and subsequently received enough volunteers to cover all units.

9. **Data Table Workshop – April 21**

**Mike Husak** mentioned that the data table workshop was a success and was well attended. Plans to host the survey workshop will be postponed until next academic year.

10. **5-year Assessment Plan**

**Karla Oty** specified that the five year assessment plan ends Fall 2016. IAC will need to look at submitting an additional five year plan. The committee needs to review the prior plan and determine what we would like to accomplish in the next five years.

11. **Status of the Excellence in Assessment designation application**

**Karla Oty** said that the application was submitted to the President's Strategic Planning Committee. Updates to the application will take place soon and the application will be submitted in two weeks.

12. **Other Business**

None

13. **Adjourn**

At 3:45 p.m., **Travis Childs** made a motion to adjourn. **Edris Montalvo** seconded and the motion passed unanimously.