

**Institutional Effectiveness and Assessment Committee**  
**Meeting Minutes**  
**February 21, 2007**

The meeting began at 3:00 p.m. in the Provost's Conference Room in the administration building.

Present: Said Bahi, Bryce Christensen, Patrick Clarke, John Eye, Jeff Fisher, Prent Klag, David McGuire, Lee Montgomery, Harold Ornes, Dale Orton, and Bonny Rayburn.

Excused: Steve Barney, Wes Curtis, and Deb Hill.

- I. **Approval of Minutes** – The minutes for the November 29, 2007 meeting were unanimously approved with no changes.
- II. **Electronic General Education Assessment Survey** – Lee stated that he and Mark Walton have been working on an electronic general education assessment survey. This survey, once completed and approved, will be accessed and completed on the web by faculty members teaching general education courses. Committee members agreed on a format and made suggestions about ways to make the survey more user friendly.
- III. **General Education Assessment Strategies** – Committee members had a lengthy discussion regarding possible ways to go about assessing general education. Several options were discussed ranging from a 5 column plan to specific questions being included in final exams but the group did not come to a consensus.
- IV. **Next Meeting** – The next meeting will be held on March 21, 2007 from 3:00 – 4:00 in the Provost's Conference Room.
- VII. **Adjourn** – The meeting was adjourned at 4:30 p.m.