

Institutional Effectiveness and Assessment Committee
Meeting Minutes
November 29, 2006

The meeting began at 3:00 p.m. in the Rondthaler Room of the Hunter Conference Center.

Present: Said Bahi, Patrick Clarke, John Eye, David McGuire, Lee Montgomery, Harold Ornes, Dale Orton, Julie Simon and Bonny Rayburn.

Excused: Jeff Fisher and Deb Hill.

- I. **Approval of Minutes** – The minutes for the September 20, 2006 meeting were unanimously approved with no changes.
- II. **General Education Assessment Survey** – Lee stated that he brought up the general education assessment survey at Deans' Council and the deans didn't have any objections to it being circulated to faculty members who teach these classes. It will be circulated after everyone gets back from Christmas break to ensure a better return rate. Lee reminded committee members that the purpose of this survey will be to find out what is already being done to assess general education.
- III. **General Education Curriculum Mapping Project** – Hand out. Lee stated that the first step in putting a general education assessment plan together is mapping the ways that general education competencies or outcomes are already being assessed. Committee members agreed that the best way to get the forms to the appropriate faculty members would be through the department chairs. After Christmas, Lee will draft cover letters and print copies of the forms. Committee members will then meet with their respective department chairs to give them the forms to distribute and to explain what needs to be done. The deadline to have these forms filled out and returned will be February 15, 2007.
- IV. **General Education Assessment** – Hand out. After these forms are filled out and collected, the next step will be to incorporate the outcomes into the 5 column assessment report already being submitted by the departments.
- V. **Assessment Report Checklist** – Hand out. This form is a checklist for this committee to use to assess the 5 column departmental assessment reports. It is designed to help ensure that pertinent information is being included in these reports.
- VI. **Next Meeting** – The next meeting will be on January 3, 2007 from 3:00 – 4:00 in the Yankee Meadows Room.
- VII. **Adjourn** – The meeting was adjourned at 3:51 p.m.