

**Institutional Effectiveness and Assessment Committee**  
**Meeting Minutes**  
October 19, 2004

The meeting began at 4:00 p.m. in the Rondthaler Room of the Hunter Conference Center.  
Present: Said Bahi, Steve Barney, Patrick Clarke, Carl Ellis, John Eye, Susan Gardner, Deb Hill, David McGuire, Dale Orton, Mike Richards, Julie Simon and Bonny Rayburn.

Absent: Renee Ballinger and Brian Hoover.

- I. Approval of Minutes: The minutes for the September 21, 2004 meeting were approved unanimously.
- II. Course Content Guide: Copies of the proposed Course Content Guide form were distributed. The Deans' Council has already adopted this format for course monitoring. Committee members agreed this form would be a useful instrument to ensure a common approach to each course no matter how many different instructors are teaching it. A recommendation was made to post the form to the web with a brief instruction sheet that explains how to fill it out.
- III. Communications Responsibility: Committee members were reminded that they are the assessment experts in their respective departments and divisions and should take every opportunity to share information and receive input on institutional effectiveness and assessment.
- IV. Draft Assessment Plan Document: Copies of the draft assessment plan document and the suggestions received from the campus community were distributed to committee members. Each suggestion was considered and the group determined by consensus whether suggestions should be implemented or not. Steve Barney was assigned the task of revising the questions listed on page four to make them relate more closely to the core values in the strategic plan. Mike will make the appropriate changes and will distribute the updated version to committee members via e-mail. David McGuire, Dale Orton and John Eye will obtain input for Appendix B from non-academic areas and have additions ready for review by the next meeting on November 16, 2004. All remaining committee members were asked to gather information from departments and divisions to fill in Appendix A by the next meeting.
- V. Meeting Adjourned: Meeting was adjourned at 5:05 p.m.