



Institutional Assessment Committee (IAC) Meeting Minutes  
October 25, 2018  
4:00 p.m. Student Services Conference Room  
**DRAFT**

IAC Members Present: Kim Childress, Lynn Cary, Douglas Texter, Rachel Conover, Jesse Davis, Carolyn Vigil, Chad Smith (Chair for Todd DeKay), Edna Yokum, Morgan McNabb (Acting Recording Secretary), Ken Maguire

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I. CALL TO ORDER

***Chad Smith, chair called meeting to order at 4:16 p.m.***

II. CHANGES TO THE AGENDA

- The IAC Posters were amended to read IAC Banners.  
***The agenda as amended was approved.***

III. APPROVAL OF MINUTES - Regular

***Jesse Davis moved to approve the regular meeting minutes from September 27, 2018. Edna Yokum seconded. The minutes were approved as presented.***

***Kim Childress moved to approve the special meeting minutes from October 18, 2018. Lynn Cary seconded. The minutes were approved as presented.***

IV. OPEN ISSUES

- IAC Banners received a general positive reception from the members present. 6 will be placed around campus and moved regularly.

V. NEW ISSUES

- Business administration learning outcomes progress update – Ron Flury, Diane Klassen, and Carol Dutchover – Have outcomes been defined? Yes, but need to set a standard vocabulary to limit communication issues. Can measurement begin this spring? Yes
- Program outcomes campus wide for Fall 2019 catalog ***Edna Yokum moved to table this agenda item until the following IAC Meeting. Douglas Texter seconded. The motion to table the agenda item was approved by voice vote.***
- Indiana Assessment Institute brief out – this conference helped to better understand institutional and program assessment. Signature Assignments – assignments that the courses add portions to similar to capstone or e-portfolio courses. Phrase “Weigh Pig, Feed Pig, Weigh Pig” – can’t assume that if you feed a pig it will get heavier – assess, feed, assess again ***Future Reference – Brown bag breakfast/lunch assessment meeting/training. Short, sweet, to the point, one hour max time frame***

- Wanda Baker training overview – Handout of Wanda Baker Survey Results – **Future Reference – Sit down with Wanda Baker prior to other events to ask about how we can customize the presentation to our needs.**
- NMHEAR Travel/Poster Session Confirm – Proposals are due November 16, Ruidoso Committee will be attending conference. **Jesse Davis moved that the entire Institutional Assessment Committee attend the NMHEAR conference February 28-29. Edna Yokum seconded. The motion to send IAC Committee to NMHEAR Conference was approved by voice vote.**
- Student Class Schedule Survey – This survey has been requested by Dr. Powell, would like to ask students when they would like their classes and when, survey sent via email, **Kim Childress would like to add questions after question 16.**
- Program/Service Review Principles/Purpose Statements – **Jesse Davis moved to table this agenda item until the next meeting of IAC. Edna Yokum seconded. The motion to table was approved by voice vote.**

VI. OTHER BUSINESS

VII. ACTION ITEMS COMPLETED

VIII. **ADJOURNMENT** *Rachel Conover made the motion to adjourn. Jesse Davis seconded the motion. All in favor. Motion passed. The meeting was adjourned at 5:28 PM.*

**Next meeting scheduled: TBD**

Respectfully submitted,

Todd DeKay, Chairman

Morgan McNabb Acting Recording Secretary