

Institutional Effectiveness Minutes
Sept. 30, 1999 Meeting

Attending: Vignati, Howard, Hobbs, Gardner, Luoma, Sweeney, Whiting, van Tuyll,
Gendernalik-Cooper, Forbus, Thompson

- Minutes of the Sept. 16 and Sept. 23 meetings were approved.
- Debbie will send minutes to everyone from now on before the meetings.
- Ray commented that the SACS forum of the previous day had gone well.
- Ray said the evaluation section of the matrix needed to be an outline of what has been done as well as how long the measure has been in use. If it's a new measure, we should say so. In the use of results section, we should also say how long the method has been used. We need to also include a reference to where documentation can be found.
- Donna asked what to do if the assessment method changed as a result of the assessment activities; Ray said to say that in the report.
- We discussed a few problems various units are having with their reports, including a problem with conflicting information that is causing confusion. We also noted that units were afraid to do the work now because they're expecting to be asked to redo it later. Ray said he is willing to come to a unit and help them work out their matrix.
- Ray said that it is possible for units to have one mission statement but separate goals, evaluation procedures, etc. for different constituents. He gave the example of Fine Arts where art and music may do some different things.
- Ray said units must address which assessment measure is for which goal. Assessments do not have to be annual.

Adjourned at 2:15 p.m.

Respectfully submitted,

Debbie van Tuyll
Secretary