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From: Jeffrey Cass <jcass@tamiu.edu>

Subject: Minutes of the Last Meeting

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Ok. So here they are. Bon appetit.

Jeff

MINUTES  
ASSESSMENT COMMITTEE  
November 8, 2002

Present: Anderson, Baker, Cass, Hickey, Medearis, Martinez,  
Momayezi, Waters, Webb

Absent: Cargill, Corti, Krishnamurthy

- 1) There were no copies of the minutes of the previous meeting available. Conchita Hickey would provide them at the next meeting.
- 2) Doris Rosenow, head of the IRB, requested that faculty provide assessment-gathering instruments for IRB review. Dr. Rosenow wanted all instruments from a department on one form. They could then be submitted to the IRB as a package. Carol Waters asked whether or not the Committee should review the package, but committee members felt that such review was unnecessary. Dr. Waters and Ms. Martinez planned to give President Keck a status report the following week, copies of which would be sent to the Assessment Committee. Seom discussion ensued about possible incentives for students to take assessment examinations seriously.
- 3) Jeffrey Cass reported that the University Curriculum Committee would take up the issue of the Rising Junior Examination as an assessment for the writing skills required for success in the core curriculum. He also suggested that he speak with Dr. Mitchell about an analytical reading portion of the exam as another possible means of assessment. The UCC would meet on the 21st of November, and some of the time would be devoted to these issues.
- 4) Veronica Martinez attended an Assessment Institute in order to gather information on assessment processes. She, Mary Treviño, and Dean Vida also went to a SACS meeting in Dallas. One of the major concerns discussed at the conference posed the following questions: "What does an institution do after it has gathered the requisite data?" "How does an institution implement changes that the data might reveal?" Ms. Martinez said that they had a "to-do" list that included the following:
  - a) The President must appoint a leadership team [This has already been done. They are: Keck, Vida, Cass, Garcia, Anderson, Baker, Mary Treviño, Veronica Martinez, and the new Provost]
  - b) TAMIU must follow a three-year cycle that includes an orientation (one-day training), the second Monday in June, which will provide training to the University Community. Also, on August 30, 2004, compliance certification must be met. For example, we might ask the question: "Does the institution meet its requirements?" We might then respond that we are either in compliance, partial compliance, or not in compliance. The report will be sent to the Off-Site Review Team from SACS, who will meet in November 2004. Based on their reporting to the Commissions, the visiting team will evaluate Texas A & M International University.
  - c) March 15-April 30, 2005: Time frame for the SACS visit. Because of

hyperlinks and other digital documentation available prior to the visit, the SACS team will spend far less time on campus than previously. One note: The Quality Enhancement Plan replaces what was once called the Self-Study Report. Its focus is on student learning, but the University may focus its report on a particular issue that has an impact on student learning.

Ms. Martinez suggested that all interested parties attend the SACS Workshop in December (7-10) in San Antonio. Dr. Waters asked whether the New Principles of Accreditation were available on-line. The printed version (finalized version) will not be available until March 2003. There was some discussion about how costs to the SACS Conference would be covered. Dr. Cass suggested that if the University was going to require attendance at the conference, it ought not to force people to use their own travel funds to do it since so many other professional obligations also required those funds.

Meeting was adjourned.