

2003-2004
Year-End Report

Institutional Testing & Research Committee

I. Members: Beth Slusser, Chair
Amy Cunningham, Mohamad Khalil, Debra Lupica-Scott, Richard Pagan,
Clarence Rohrbaugh, Steve Roof, Don Trisel, Marjorie Walker

II. Activities:

A. The committee reviewed request for exemption from students planning projects for particular courses, and faculty working on individual or departmental research projects.

1. Dr. Clarence Rohrbaugh submitted 14 proposals from students during the fall semester and 31 student proposals during the spring semester. There were five requests for an addendum.

2. Ms. Nancy Parks submitted one proposal for a Learning Skills math survey.

B. The committee chair set up a WebCT forum for the committee, so that proposals could be uploaded to the online forum and reviewed individually. The major advantages to such a move were convenience for the committee members, who could review proposals and requests on varied schedules, and timeliness for the students and faculty members submitting proposals. Additionally, much time and paper was saved by not requiring multiple copies of every proposal.

C. A letter of approval to conduct research was created and approved by the committee, and each student or faculty member who received approval from the IT&R committee received written notice on Fairmont State letterhead.

D. The committee is currently working on a set of forms for undergraduate research projects that will simplify the process of considering proposals for exemption or further review. The undergraduate process will require an instructor assurance form from the course instructor. The committee plans to submit drafts of these forms for approval of the faculty senate during the fall 2004 semester.

E. The committee is also considering requesting a name change to more accurately reflect the purpose and activities of the committee. An awareness campaign of the committee's purposes and activities and the types of research that require committee review is also under consideration.