

## Institutional Assessment Committee

February 14, 2018: 10:00 – 11:30 am  
Board Room, Building 1, The Dalles Campus

Present: Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly, Susan Lewis, Mary Martin, Dawn Sallee-Justesen, John Schoppert, Eric Studebaker.

Call to Order: 10:03am

**1. Thanks to Susan for providing Valentine cupcakes for “on-time” attendees.**

**2. December 13, 2017 minutes approved as written.**

**3. Website Updates**

- Goal: Update presentation and entries for Core Themes and Department Review.

The Core Themes summary, matrix and narrative, which are currently loaded on the Google team drive, will be posted on the Core Themes webpage. The blank Template and the Core Themes Mapped to Key Functions will be removed. (Completed in meeting.)

In the future the “Assessment Results” will represent the most current document, with the previous documents posted under “Archives”.

The Department Review 16-17 Summary will be posted on the Non-Instructional Department Reviews webpage under “Results” (completed in meeting). “Instructions and Template” will remain. In the future appropriate documents will be posted under “Archives”.

**4. Core Theme Revision AR/OP**

- Goal: Approve language for Core Theme Revision AR and OP

<https://drive.google.com/drive/folders/1TDkUWSOoocJ0VuWji1fP0XW9rYRIdNlA>

Brief discussion ensued regarding which department should be responsible for the Core Theme Revision AR. Options under consideration were: President’s Office or the Curriculum & Assessment department. The IAC agrees, for now, that Curriculum & Assessment will be responsible, with the IAC being the monitoring body of the Core Theme Revision AR/OP.

As a new AR, it will go thru the President’s office and any recommendations will be sent back to the IAC.

Core Theme Revision AR and OP were finalized except for the inclusion of a definition for Core Themes which Susan will add before submitting to the President’s Office for approval.

**MOTION: approve the Core Theme Revision AR and OP**

**Motion is approved unanimously**

**Action Item: Susan will move the AR/OP to the new template, complete the definition section, and submit to the President’s Office for approval and posting.**

## 5. Institutional Review Board (IRB)

### a. Goal: Determine roll of IRB

The function of the IRB is to approve appropriateness of surveys, research requests, and processes. It is the “Risk Management Board” of the college. It answers the question “are the data requests and surveys appropriate to share?” Its purpose is to prevent bad surveys and bad survey management.

### b. Goal: Draft language for AR/OP regarding survey approval Review draft of survey adoption process on team drive:

[https://docs.google.com/document/d/1d5D8S6yTD5iqsPOGfoUL4ilGFnmgrux0jUIg1Bzm\\_Nc4/edit](https://docs.google.com/document/d/1d5D8S6yTD5iqsPOGfoUL4ilGFnmgrux0jUIg1Bzm_Nc4/edit)

Extensive discuss pursued in creating a working IRB process, including the following suggestions:

- Omit the top section of the survey adoption process draft.
- Do not take on any of the work around distribution of surveys.
- Timeline is good to keep.
- IAC is not the hammer.
- IAC does not have power to enforce. If the IAC does not approve the distribution of a survey, enforcement would be up to the department supervisor.
- The IRB would monitor for survey fatigue.
- The IAC will not monitor feedback questionnaires, “how did we do” and scheduling.
- Anything with any identifiable information needs to be sent thru the IRB, such as Survey Gizmo and anything that would require student names or ID.
- IAC must be able to make quick decisions by e-mail.
- Chart, spreadsheet will be needed to monitor which surveys are being brought through.

In conclusion there are two areas of concern for the IRB;

1. Is the survey written well, quality?
2. Managing survey fatigue, volume, who is being surveyed.

An AR and OP for the IRB process is needed; it will address surveys, data requests and research requests.

Action Item: Eric and Dawn will bring a draft of an IRB AR and OP, including sections on surveys, data requests and research requests. Danny will provide an IRB “statement of scope”.

**Adjourn: 11:20am**

Next meeting: March 21, 2018; 10:00 – 11:30am; Board Room, Building 1, The Dalles Campus