Institutional Assessment Committee

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

Present: Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly (by phone), Susan Lewis, Gabriela Martinez Mercier, John Schoppert.

Call to Order: 10:08am

1. **March 21, 2018 minutes approved as written.**

2. **Institutional Review Board (IRB)** – Postponed
   a. Goal: Draft language for AR/OP regarding survey approval
      ➢ Action Item from March 21: Eric and Dawn will update proposed Student Data Publishing and Collection AR, draft an associated OP, and write an AR/OP to address data collection/surveys/posting not related to student records/data.

   Dawn and Eric were unable to attend today's meeting. Institutional Review Board will be revisited at the next IAC meeting.

3. **IAC Calendar**
   a. Goal: Create IAC calendar for May, 2018 – June, 2019

   The committee views IAC key areas of responsibility and builds timelines around them.

   i. **NWCCU visit** - scheduled for April 2020
      - February 2019: team of 7 will attend NWCCU conference
         o Possible team: Dr. Cronin, Kristen Kane, Susan Lewis, John Schoppert, Eric Studebaker, Lori Ufford, faculty.
      - Winter 2019: Standard group champions research and write report
         o Possible Key writers
            ▪ Dr. Cronin, Lori Ufford – Standard 1: Mission, Core Themes, and Expectations
            ▪ John Schoppert, Eric Studebaker – Standard 2: Resources and Capacity
            ▪ Susan Lewis – Standard 3: Planning & Implementation
            ▪ Susan Lewis, Kristen Kane – Standard 4: Effectiveness and Improvement
            ▪ Dr. Cronin, Lori Ufford – Standard 5: Mission Fulfillment, Adaptation, and Sustainability
      - January/February – format and print document
      - February 1st/mid-March – mail document

   ii. **Core Themes**
      - May, 2018 - reassemble Core Themes committees
         o provide calendar benchmarks and deadlines for the committees
      - October 1st – Core Theme data and analysis due
      - October IAC meeting

- o Review completed Core Theme document
- o Return document to specific committees for editing
- November 1st – Final report due (to be used for strategic planning and budget build)
- Note: November 15 data collection due date for degree outcomes results is too late to use the data for current years Core Theme document. It has been suggested that data from the previous year could be used or the November 15th due date could be changed. The November 15th due date change would require change in the AR/OP.
  - ➤ Action Item: Provide benchmark/deadline calendar to Core Theme committees
  - ➤ Action Item: Susan and Kristen will resolve the November 15th data collection due date/prior year data usage issue

iii. **Department Review** 2018-19 will include Function Areas F-I; 2019-20 will include the entire assessment of Function Areas, A-I. Department Review is considered an institutional best practice. The information gathered from the review will be supporting documentation for Standard 2 of the accreditation report.
- June 5th Quality Council – Department Review training
  - o It would be good to have ELT attending this QC meeting for this training. John and Rose will confirm the June meeting date and ELT inclusion.
  - o Susan will lead training.
- June, July, August – departments working on the review
- August 15th or September 1 – Department Review deadline
  - o The August 15th deadline would provide opportunity for the completed document to be presented at the fall All-Staff. Susan will check with Courtney to confirm the fall All-Staff date.
- September IAC meeting – review document
- October 1 – summary completed
  - ➤ Action Item: John and Rose will confirm June QC meeting date and inclusion of ELT.
  - ➤ Action Item: Susan will lead June QC Department Review training.
  - ➤ Action Item: Susan will check with Courtney about the Fall All-Staff date

iv. **Strategic Planning**: the purpose of strategic planning is to inform the budget and direct planning.
- Summer, 2018 – Potential redesign of strategic planning process under the new direction of Dr. Cronin
- October 1st – begin the process

v. **Additional Calendar Items:**
- CCSSE / SENSE
- Academic Assessment (student learning outcomes)
  - ➤ Action Item: Susan will send a calendar with the above dates to the IAC, requesting any feedback and additional dates or items.

Adjourn - 11:05
Next meeting: May 9, 2018; 10:00-11:30; Board Room, Building 1, The Dalles Campus