

Institutional Assessment Committee Minutes

Date: June 14, 2017

Time 10:00 – 11:30am

Location: TDC Board Room

Present: Tama Bolton, Danny Dehaze, Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin, Gabriela Martinez Mercier, Tiffany Prince, Dawn Sallee-Justesen, John Schoppert, Dan Spatz, Eric Studebaker, Lori Ufford. By phone: Justin Smith (Linn-Benton researcher)

Call to Order: 10:00am

1. 05.16.17 IAC meeting minutes approved.

2. IAC Charter

Agreed upon final version of the Charter to be sent to Dr. Toda for approval.

- **Action – Susan will change the logo and send to Dr. Toda for approval**

3. Non-Instructional Department Review

Discussion regarding the scope of the 7 years of Non-Instructional Department Review. Initial approval has been provided by the president and ELT to proceed with Non-Instructional Department Review as outlined in the draft templates.

i. Meeting goal: Review and approve Department Review Templates

Assessment of Functions Areas would be better if the functions were spread out over seven years with a comprehensive assessment in year seven, similar to how accreditation self-evaluations address the five standards over seven years.

- **Annual Department Review** will include assessment of one or two function areas each year. In year 3 (prior to the NWCCU mid-cycle self-evaluation, the annual review will include updates on the function areas addressed in the first two years as well as additional function area(s) for year three. Years 4-6 annual reviews will address majority of remaining function areas.
- **Comprehensive Department Review** will take place in year 7 and include assessment update of all function areas. Section Three: New Recommendations will be moved to follow Section Four: Assessment of Department Operational Functions

Action – Susan will draft new templates and email the committee for comment and Approval

ii. Meeting goal: Determine process for IAC review of completed reviews

IAC will receive completed Non-Instructional Department Reviews September 1 and review throughout the month. The committee will provide feedback to each department regarding quality of assessment and reporting. The committee will not make an evaluation of whether the department is successfully completing its work or not.

The IAC will look for trends across all college departments in regards to recommendations, needs, and big dreams. In addition, progress toward the college's Strategic Master Plan objectives will be noted and compiled. A summary report of these findings will be made and presented to the Quality Council.

iii. Meeting goal: Adopt a plan for introduction to departments

To be presented at July Quality Council meeting.

Action – Susan will request time on the July QC agenda

iv. Meeting goal: Identify potential training/guidance that may be provided to departments supporting their completion of Department Review. Determine next steps for development of identified training/guidance.

Initial training in the templates to take place at July QC meeting. IAC members to feel confident that each understands the purpose, directions, and process of Non-Instructional Department Review. IAC members will provide leadership and necessary continued training in their respective departments. Susan will act as a resource when needed. Susan will liaison with the Facilities Department as needed as there is not Facilities representation on the IAC.

4. Assessment and Report Inventory

Discussion regarding the purpose and use of the inventory. It will be used as an inventory of institutional assessments and reports by the IAC.

- i. **Meeting goal: Determine if current inventory is organized efficiently. If not, determine an organizational structure that works better.**

Review of purpose of document:

- Primarily for IAC as a reference to what assessments and reports are available
- Help avoid duplication of assessment work
- To provide information for grant writers

Current structure listing all departments results in repetitive entries and assessments are not easily found. Will create separate sheets/tabs providing listings for three general areas of assessment: academic, institutional, and student tracking.

- **Action – Susan will reorganize the current inventory and email a draft document to the IAC.**

- ii. **Meeting goal: Adopt a plan for how to identify missing assessments and reports and have them included.**

- **Action – Committee members will review newly organized document and add any missing items.**

5. IAC Website

- i. **Meeting goal: Identify individuals for updating and maintaining website**

Gail and Danny “volunteered” to take a leadership role in updating and maintaining the IAC website.

- ii. **Meeting goal: Define selection criteria for material to be placed on website**

Discussion regarding the purpose of the website, the audience, and what should be included.

Some takeaways:

- Limit number of back issues posted (possibly 3 years)
- Start year should be the year CGCC was first accredited independently
- Non-Instructional Department Review not to be posted. Instead, IAC will post the institutional summary document combining trends and progress toward strategic goals from all departments (described above in item 3.ii)
- **Action – Danny will republish the IAC committee page.**
- **Action – Susan will update committee member profiles so that they are listed on the website as members**

Adjourn: 11:30am

Next meeting: July 12, 10-11:30am, TDC Board Room