

Institutional Assessment Committee Minutes

Date: May 16, 2017

Time: 10:00 – 11:30am

Location: TDC Room 3.102

Present: Tama Bolton, Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly, Susan Lewis, Mary Martin, Gabriela Martinez Mercier, Dawn Sallee-Justesen, John Schoppert, Eric Studebaker, Lori Ufford

Call to Order: 10:05 am

1. Determination of committee scope/mission/purpose

Discussion regarding perceived and desired purpose and scope of the committee with the following concepts introduced:

- Links together the many assessment activities being carried out at CGCC
 - Thread that sews all assessment together
 - Overarching and cross-departmental
 - Bringing together institutional, academic, and student data/assessment
- Provides an opportunity for collaboration and learning
- Provides guidance, training, and assessment support
 - Non-instructional department review
 - Instructional department review
 - Survey development and delivery
 - Accreditation compliance and reporting
- Is a repository for assessment and data reporting (maintain assessment website)
- Addresses/monitors quality of educational services
- Help build efficiencies and ensure that all sections of the college are working together
- Determination of mission fulfillment and linkage of assessment to planning activities
- Performs the functions of an Institutional Review Board

2. Membership

Suggested that Institutional Researcher from Linn Benton (Justin) be included. Thought that we could phone him into the meeting or that he may be able to schedule his visits to CGCC to coincide with IAC meetings.

Faculty inclusion supported. There is a plan to bring faculty on board next fall. Some initial contacts have been made.

Susan will contact Justin to discuss and extend an invitation. She will also continue her efforts to engage faculty members for a fall start.

3. Accountability and reporting out

Agreed that the IAC would report to the Quality Council.

4. Where do we start?

a. Revise and submit new charter

Additional discussion on purpose and scope, in particular on whether the committee was an “approval” body or limited to guiding, training, and collecting. Consensus appeared to exist on being a review/approval body in regards to surveys and external parties requesting to do data collection. However, it was less certain regarding whether the committee would be tasked with reviewing and approving internal assessments and what that would precisely mean. There were questions or concerns about first building trust within the college community before taking on “approval” as part of committee responsibilities.

Susan will rework the charter to include concepts discussed in scope/mission, membership, reporting, leadership, etc. She will send out to group or bring back to next meeting.

b. Assessment inventory

In order to know what we are currently assessing, the Assessment Inventory will be updated, removing assessments no longer being conducted, adding new assessments, and clarifying descriptions.

Danny will convert the current pdf to an excel spreadsheet, post in Google docs, and send a link to the committee.

Committee members will review areas relevant to them and update the form prior to the next meeting on June 14.

c. Website update and ongoing maintenance

Most of the website needs to be updated. The Academic Assessment pages are up to date.

d. Other

- Creation of Student Services outcomes
- Core Theme and mission fulfillment assessment
- Non-instructional Department Review
- Accreditation preparation and reporting

5. Meeting schedule

For summer – 2nd Wednesday of the month, 10-11:30 am (June 14, July 12 and August 9.) Will reevaluate schedule time and date in September as we hopefully include new members from the faculty.

Adjourn: 11:30 am

Next meeting: June 14, 10-11:30 am, TDC Board Room