

Institutional Assessment Committee

August 9, 2017 10:00 – 11:30 am

Board Room, building 1, The Dalles Campus

Agenda

1. Welcome, review meeting purpose and agenda
2. Amendments to July 12 minutes? ¹
3. Assessment & Report Inventory (10:05 – 10:10 am)
 - July 12 Action Item: IAC Committee members please review the revised document for missing items by August 9th meeting.
<https://docs.google.com/spreadsheets/d/1x8xjGw99RwyM2c2wfHoeGzdyW4W93Y5xHJhYtXTIVug/edit#gid=1487078226>
4. Survey Vetting Process (10:10 – 10:30 am)
 - July 12 Action Item: Tiffany will outline a survey vetting process and present at the August 9th meeting.
 - a. Goal: Develop process for submitting, reviewing and approving survey proposals
5. IAC Website Update/Revision (10:30 – 11:00 am, Gail and Danny)
 - a. Goal: Maintain a current, informative, useful website that provides access to relevant assessments and reports <https://www.cgcc.edu/institutional-assessment>
 - i. Meeting goal: Review revision proposals
 - ii. Meeting goal: Outline ongoing work plan for website revision/update
6. Core Theme Assessment (11:00 – 11:25 am)
 - July 12 Action Item: Susan will place most current version of matrix on Google Drive **(done)**
 - July 12 Action Item: Susan will send out the Core Theme alignment spreadsheet and put it on the Google Drive. **(done)**
 - July 12 Action Item: Susan will create a Core Theme committee member tracking spreadsheet and place it on Google Drive. **(done)**
 - a. Goal: Provision of data and analysis regarding mission fulfillment, supporting annual strategic planning
 - i. Meeting goal: Finalize Core Theme Committee leads/contacts
 - ii. Meeting goal: Determine a plan for finalizing targets for Core Theme A objectives
<https://docs.google.com/document/d/1C8zkrf2xIxtjRfiloySu9cHcW7sONcbUCjwEf8pZVP0/edit>
 - iii. Meeting goal: Resolve any questions around accomplishing the July 12 Action Item: *Core Theme Committees to complete Core Theme data collection and analysis by Oct 1st* example:
<https://drive.google.com/drive/folders/0B5q0sPvyeMP8TIF5NTA1RWN6XzA>
 - Score Core Theme Rubric
 - Provide Narrative Core Theme Analysis; including:

- Description of results
- Analysis of results
- Actions for improvement
- Effectiveness of assessment

iv. Meeting goal: Review and update as needed the Core Theme revision process

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7. Fall meeting dates (11:25 – 11:30 am)

a. Goal: Determine IAC annual schedule

i. Meeting goal: Choose day and time for September meeting
(proposing: Wednesday, September 13, 10-11:30 am)

8. Wrap-up: Summarize Action Items and Next Steps

Next meeting: TBD

Attachments: ¹July 12 minutes; ²Core Theme Revision Process historical documents