

Institutional Assessment Committee

September 13, 2017 10:00 – 11:30 am

Board Room, building 1, The Dalles Campus

Agenda

1. Welcome, review meeting purpose and agenda
2. Amendments to August 9 minutes? ¹
3. Assessment & Report Inventory (10:05 – 10:10 am)
 - August 9 Action Item: Susan will contact Justin and request that he fill in reports/assessments that he can produce upon request (done)
4. IAC Website Update/Revision (10:10 – 10:20 am, Gail and Danny)
 - August 9 Action item: IAC launching page blurb needs to be updated (done)
 - August 9 Action item: Meeting schedule, agendas, and minutes will be posted in a table similar to the schedule on the Curriculum Committee web page (done)
 - August 9 Action item: The committee flow chart to be updated and reviewed by the Quality Council.
 - August 9 Action item: Core Themes Assessment archive will reflect the 7-year assessment cycle having 3 years visible and 4 years collapsed. All others will be removed and archived.
 - August 9 Action item: Non-Instructional Department Review: The introductory language will be reviewed and will correlate with the template (done)
 - August 9 Action item: Reports and Data: Links need to be changed using D4A. (done)
 - August 9 Action item: Eric has the most current CCSSE reports and will send these to Danny.
 - August 9 Action item: Danny will send the latest Student Profile to Eric for his review and then remove and archive all.
 - 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: Revision updates
5. Core Theme Assessment (10:20 – 10:50 am)
 - August 9 Action item: Core Theme A Committee to set targets for measures with missing targets prior to completing Core Theme A data collection
 - August 9 Action item: The completed rubric and narrative analysis is due Oct 1st available for use during November institutional strategic planning and budgeting.
 - a. Goal: Provision of data and analysis regarding mission fulfillment, supporting annual strategic planning
 - i. Meeting goal: Update on progress toward October 1 reporting deadline. (Core Theme Committee leads)
 - ii. Meeting goal: Review and update as needed the Core Theme revision process ²

6. Department Review (10:50 – 11:15 am)
 - a. Goal: IAC review and summarization of 2016-17 Department Reviews
 - i. Meeting goal: Determine process for IAC review of Department Reviews (example of summary document:
https://docs.google.com/document/d/13VYgJ5IbWDSMJMWxt4_loY7aNCZgbjFH7-7uElmVChk/edit)
7. IAC Annual Schedule (11:15 – 11:25 am)
 - a. Goal: Determine IAC annual schedule (potential fall dates: Oct 11, Nov 8, Dec 13)
8. Wrap-up: Summarize Action Items and Next Steps (11:25 – 11:30 am)

Next meeting: TBD

Attachments: ¹August 9 minutes; ² Core Theme Revision Process historical documents

Institutional Assessment Committee Minutes

Date: August 9, 2017

Time: 10:03 – 11:30 am

Location: Board Room, building 1, The Dalles Campus

Present: Tama Bolton, Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly, Susan Lewis, Mary Martin, Gabriela Martinez Mercier, Tiffany Prince, Dawn Sallee-Justesen, Dan Spatz, Eric Studebaker. By phone: Justin Smith (Linn-Benton researcher) not available

Call to Order: 10:03am

1. 07.17.17 IAC meeting minutes approved.

2. Assessment & Report Inventory

IAC Committee members reviewed the revised document for missing items, updating the inventory. There were some questions regarding where reports were located and who actually is responsible for completing specific reports such as where the Distance learning annual plan report is housed. The library will probably have the summary report of the library available this coming spring. The student profile report may need to be done by the Institutional Researcher, but the student profile report should be required as the data in it is required by the DOE.

SENSE is no longer being done. If this changes it can be added later.

- **Action Item: Susan will contact Justin and request that he fill in reports/assessments that he can produce upon request.**

3. Survey Vetting Process

- a. Tiffany presented a proposal for a survey vetting process:

<https://docs.google.com/document/d/1d5D8S6yTD5iqsPOGfoUL4ilGFnmqrux0jUlq1BzmNc4/edit>

- b. Goal: Develop process for submitting, reviewing and approving survey proposals**

Survey vetting questions need to be folded into the IRB conversation including where the surveys will be housed, possibly in Dan's office or with Institutional Research. It was suggested that surveys need to be sent from the institution and not from the department. It will be important to communicate the vetting process and expectations to the entire institution.

It became evident that the committee was not ready to settle on a process, as it needed to determine a policy related to surveys first. Clarification regarding all functions of an IRB is needed as well, including review and approval of potential surveys. This conversation required more time than the agenda could accommodate, and so it was agreed to move it to a future date.

- **Future agenda item: IRB functions, in particular, survey review and approval**

4. IAC Website Update/Revision

- 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**

Danny presented the IAC website explaining the various components of the webpages and seeking collaboration from the committee.

- **Action item: IAC launching page blurb needs to be updated**
- **Action item: Meeting schedule, agendas, and minutes will be posted in a table similar to the schedule on the Curriculum Committee web page.** Schedule tables to be removed and archived after 3 years, however at this time there are no current years to archive.
- **Action item: The committee flow chart to be updated and reviewed by the Quality Council.**
- **Action item: Core Themes Assessment archive will reflect the 7-year assessment cycle having 3 years visible and 4 years collapsed.** There will be blanks in years as 2012-13 may be the last one completed. The 7-year cycle will start with the 2013 NWCCU Comprehensive Self-Evaluation, when CGCC became independently accredited. **All others will be removed and archived.**
- Institutional Research Request page: Justin is happy with there being no barriers between him and requestors. Concerns were expressed that if the page is public, the demand may cause an overload. We do not currently have a way to prioritize Justin's work flow.

There were additional concerns regarding the potential release of student information from the institution without being properly vetted. It was suggested that possibly all requests should flow through the registrar or the IAC. This presented potential timeliness issues and brought up questions on whether or not the institutional researcher had the ability/authority to make determinations on whether certain material could or should be released.

Future agenda item: The conversation on request vetting, prioritization of request, and availability to the public was tabled until Justin can be available to participate. The IR page will be left up for now, as is.

- Non-Instructional Department Review: summaries will be posted but not the reviews themselves. **Action item: The introductory language will be reviewed and will correlate with the template.**
- Reports and Data – postings will be based on our independent accreditation date of 2013. **Action item: Links need to be changed using D4A.** Unless specifically tied to the 7-year self-evaluation reporting cycle, reports will be posted for 3 years and then removed and archived.
- **Action item: Eric has the most current CCSSE reports and will send these to Danny.**
- Discussion on whether the Student Profile will be produced once again. May be that the president's office facts-in-a-glance suffice as a student profile or a combination of the facts-in-a-glance with some additional information. There appeared to be a general feeling that the Student Profile was of value. **Action**

item: Danny will send the latest Student Profile to Eric for his review and then remove and archive all.

- **Action item: The SENSE reports to be removed and archived** as they are older and are currently not being done; however, it is possible that SENSE will be done again in the future. We can add it back to the report postings if/when it is conducted.
- **Action item: Institutional Effectiveness reports to be removed and archived.**
- **Action item: Susan will be added as the contact person on the IAC front page.**

ii. Meeting goal: Outline ongoing work plan for website revision/update

Action items listed above will be addressed before next meeting. Updated website will be brought to the committee for further review and next steps.

- **Future agenda item: website revisions/updates.**

5. Core Theme Assessment

i. Goal: Provision of data and analysis regarding mission fulfillment, supporting annual strategic planning

i. Meeting goal: Finalize Core Theme Committee leads/contacts

- Core Theme A – Eric
- Core Theme B – Mary M.
- Core Theme C – Dan S.

Free to find other people to be on each Core Theme Committee.

ii. Meeting goal: Determine a plan for finalizing targets for Core Theme A objectives

<https://docs.google.com/document/d/1C8zkrf2xIxtjRfiloySu9cHcW7sONcbUCjwEf8pZVP0/edit>

Targets have not been set for the highlighted measures in Core Theme A.

- **Action item: Core Theme A Committee to set targets for measures with missing targets prior to completing Core Theme A data collection.**

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 October 1st

Rubric should only include the single numbers related to the target and/or score. Any additional information that is needed to explain the numbers should be in the narrative analysis description section. The goal is to keep the rubric simple and easy to read.

Justin can provide the majority of the data in Core Themes A and B.

- **Action item: The completed rubric and narrative analysis is due Oct 1st available for use during November institutional strategic planning and budgeting.**

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

Item not addressed for lack of time.

- **Future agenda item: Review and update as needed the Core Theme revision process**

6. Fall meeting date

a. Goal: Determine IAC annual schedule

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

Next meeting to be on September 13, 10-11:30 am

- **Future agenda item: Establish an annual meeting schedule**

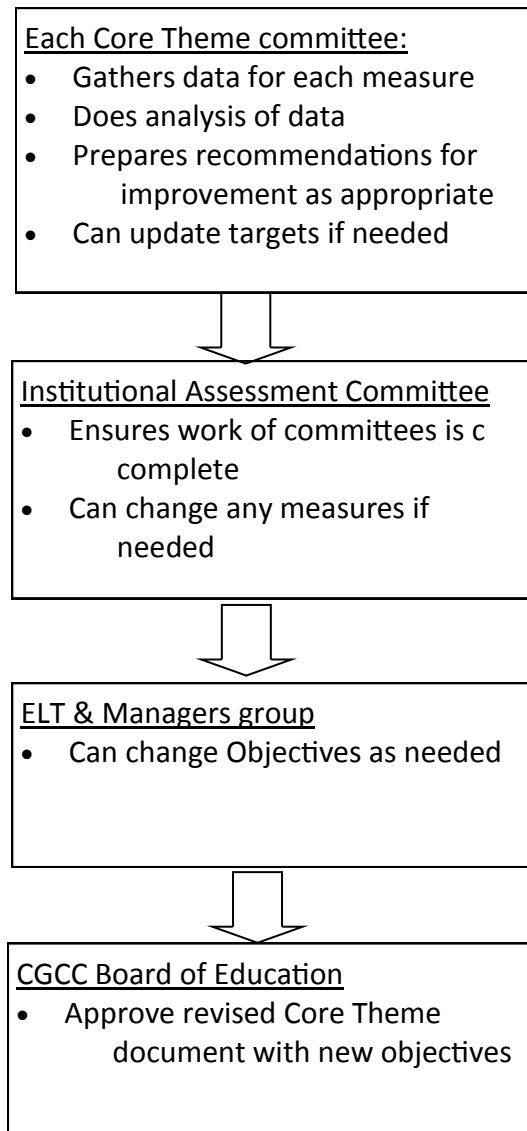
7. Adjourn 11:25

Next meeting: Wednesday, September 13, 10-11:30 am

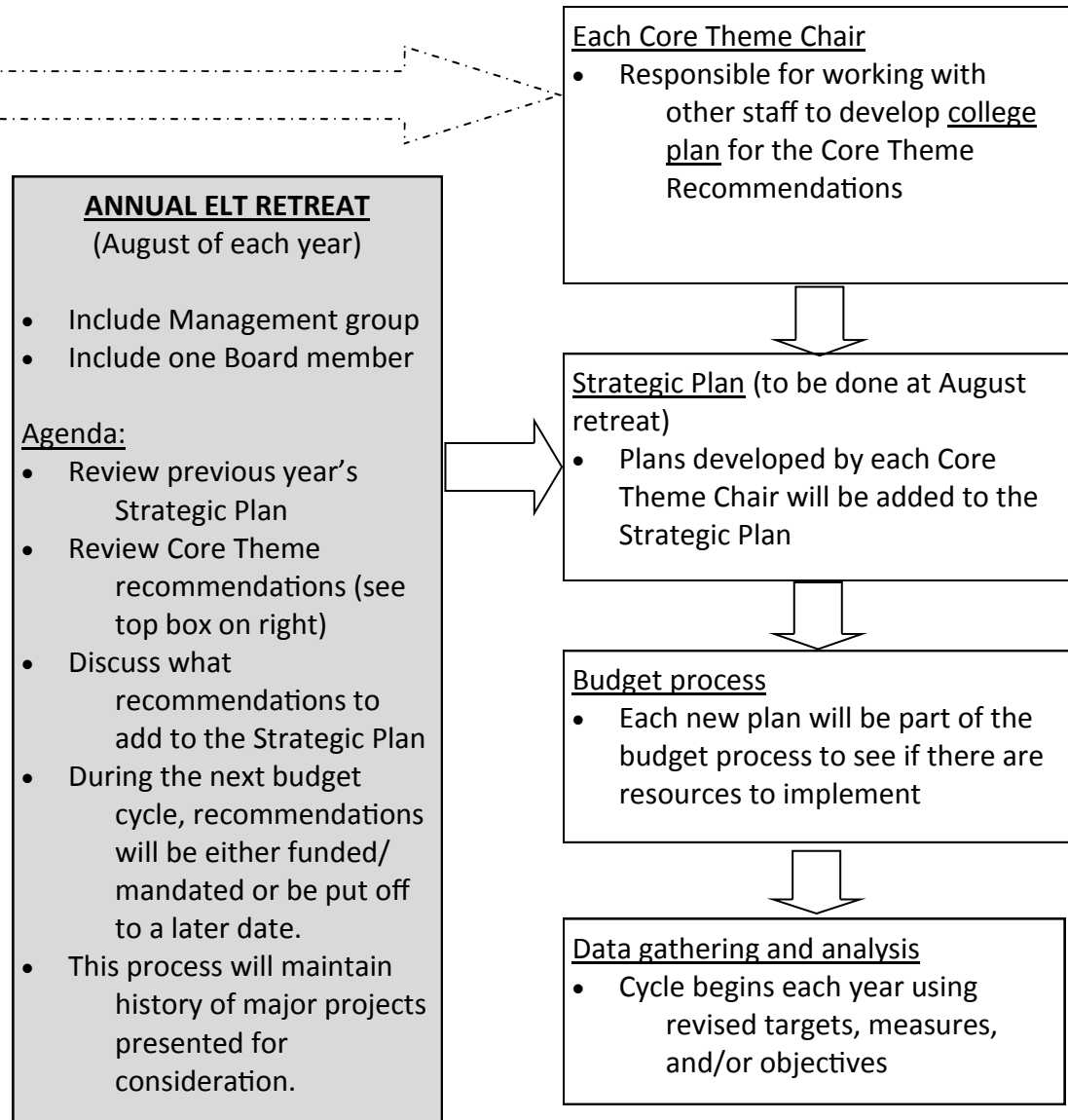
DRAFT: LINKING CORE THEMES AND STRATEGIC PLANNING

(DRAFT: 4-3-12)

Core Theme Document Revision Process



Core Theme Planning & Implementation



DRAFT: CORE THEMES DOCUMENT REVISION PROCESS

(DRAFT: 5-31-12)

Fall to Spring:

Each Core Theme committee:

- Gathers data for each measure
- Does analysis of data
- Prepares recommendations for improvement as appropriate
- Can update targets if needed

July:

Institutional Assessment Committee

- Ensures work of committees is complete
- Can change any measures if needed

August:

ELT & Managers group

- Can change Objectives as needed

September:

CGCC Board of Education

- Approve revised Core Theme document with new objectives