

Institutional Assessment Committee

October 11, 2017 10:00 – 11:30 am

Board Room, building 1, The Dalles Campus

Agenda

1. Welcome, review meeting purpose and agenda
2. Amendments to September 13 minutes? ¹
3. IAC Website Update/Revision (10:10 – 10:20 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: Revision updates
 - Action Item: Danny and Gail will post appropriate items listed on the Assessment & Report Inventory to the Reports and Data webpage and create links in the inventory to the website entries. (???)
 - Action Item: Susan will send stored reports to Danny and Gail to link to the Assessment & Report Inventory webpage. (???)
 - Action Item: Eric will send the VFA Outcomes Report to Danny and Gail to be added to the Assessment & Report Inventory and Reports and Data webpage. (???)
 - September 13 Action Item: Susan will send the organizational flow chart of the IAC to Danny for revision. (done)
 - September 13 Action Item: Danny will clean up and change the format of the IAC home page by stacking the sections. (done)
 - September 13 Action Item: Danny and Gail will link the current Core Themes Matrix to the Core Themes Assessment web page. (???)
 - September 13 Action Item: Eric will review the former Student Profile document to ensure that all pertinent data/information is included on the new Facts at a Glance document. Eric/Dan will add to Assessment & Report Inventory. (???)
4. Future of Key Function Areas (10:20 – 10:30)
 - a. Goal: Provide information and recommendation to QC regarding the purpose/continued use or elimination of KFAs as part of CGCCs assessment and planning functions.
 - i. Meeting goal: Understanding of issue.
 - ii. Meeting goal: Determine plan for gathering information and developing recommendation
 - September 13 Action Item: John will ask the Quality Council whether the discussion regarding the future of KFAs should begin with the IAC or go directly to the QC. (done)
5. Core Theme Assessment (10:30 – 10:50 am)
 - a. Goal: Provision of data and analysis regarding mission fulfillment, supporting annual strategic planning
 - i. Meeting goal: Update on progress. (Core Theme Committee leads)

- 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. (???)
 - ii. Meeting goal: Review and update as needed the Core Theme revision process ²
- September 13 Action Item: Susan will draft up an AR/OP process and present it to IAC. (???)

6. Department Review (10:50 – 11:05 am)

- a. Goal: IAC review and summarization of 2016-17 Department Reviews
 - i. Meeting goal: Update on status of Department Review review and summary write-up

- September 13 Action Item: Need to ask Bill for the strategic work plan working document with all revisions. (done)
- September 13 Action Item – The review process committee consisting of Susan, Eric and John will meet, read all the department reviews, compile analysis. (done)
- September 13 Action Item - Susan will write the summary and report back to IAC at the Oct 11th meeting. (in progress)

7. Institutional Review Board (11:05 – 11:25 am)

- a. Goal: Perform the functions of an Institutional Review Board (IRB)
 - i. Meeting Goal: Outline the functions of an IRB

8. Wrap-up: Summarize Action Items and Next Steps (11:25 – 11:30 am)

Next meeting: November 8, 2017

Attachments: ¹September 13, 2017 minutes; ²Core Theme Revision Process historical documents

Institutional Assessment Committee Minutes

Date: September 13, 2017

Time: 10:00 – 11:30am

Location: Board Room, building 1, The Dalles Campus

Present: Tama Bolton, Danny Dehaze, Gail Gilliland, Kristen Kane, Susan Lewis, Gabriela Martinez Mercier, Tiffany Prince, Dawn Sallee-Justesen, Dan Spatz, Eric Studebaker. By phone: Justin Smith

Call to Order: 10:00am

1. August 9, 2017 meeting minutes accepted

2. Assessment & Report Inventory

Susan reported back to the IAC regarding her conversation with Justin that we have a good start at listing things and a nice inventory.

- Action Item: Danny and Gail will post appropriate items listed on the Assessment & Report Inventory to the Reports and Data webpage and create links in the inventory to the website entries.
- Action Item: Susan will send stored reports to Danny and Gail to link to the Assessment & Report Inventory webpage.
- Action Item: Eric will send the VFA Outcomes Report to Danny and Gail to be added to the Assessment & Report Inventory and Reports and Data webpage.

3. IAC Website Update/Revision

The IAC website has been updated. To aid in continuity of flow and ease of reading Danny will change the format of the of the IAC home page. The organizational flow chart on Institutional Assessment Committee page needs revision. Susan will send the updated flow chart information to Danny. Eventually, the flow chart will go through Quality Council. The Core Themes Assessment web page has been updated. A new link will be added to include the current Core Themes Matrix, representing our plan for the year. Future discussion will review The Key Function Area. Where should this discussion begin, IAC or QC? John will ask the Quality Council where this discussion should begin.

There was extensive discussion regarding the Student Profile on the Reports and Data web page. The new "Facts at a Glance" document being produced by Dan Spatz will take the place of the former Student Profile document. The former Student Profile will be reviewed to identify any additional data/information that should be included in the "Facts at a Glance" document.

- Action Item: Susan will send the organizational flow chart of the IAC to Danny for revision.
- Action Item: Danny will clean up and change the format of the IAC home page by stacking the sections.
- Action Item: Danny and Gail will link the current Core Themes Matrix to the Core Themes Assessment web page.
- Action Item: John will ask the Quality Council whether the discussion regarding the future of KFAs should begin with the IAC or go directly to the QC.
- Action Item: Eric will review the former Student Profile document to ensure that all pertinent data/information is included on the new Facts at a Glance document. Eric/Dan will add to Assessment & Report Inventory.

4. Core Theme Assessment

1. 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 Oct 1 reporting deadline. (Core Theme Committee leads)

Each Core Theme lead presented a brief update.

Core Theme A - Eric reported that they will be done in 2 meetings and that they are working with Justin on data.

Core Theme B - Kristen reported that the Core Learning Outcomes Assessment and Course Outcomes Assessment have been updated and are ready to report. The Degree/Certificate/ and Programs Assessment information will not be available until October 15th. There is a bit of data that Justin will be sending.

Core Theme C – Dan reported that the committee has met twice. The Business and Industry survey will provide data that will fit into questions for the 2016-17 report. For 2017-18 we will possibly be using CRM to gather data. The Community satisfaction question will possibly to be gathered by a new community satisfaction survey.

Susan reminded the committee that all Core Themes data collection and analysis need to be completed before the November strategic planning and budgeting begins.

To summarize, we are pretty much on track. Some outcomes data will not be available until Oct 15th. We will hold off on completing that section of the matrix and analysis until the data is received. However, we should strive to meet the Oct 1st deadline in all other sections.

- **Action Item: Core Theme A committee will set targets for measures with missing targets prior to completing Core Theme A data collection.**

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

The IAC brainstormed the idea of a process for change of Core Themes revision. Core Themes and objectives must have a Board of Ed level approval. Measures are proposed by the Core Themes committee and then taken to the IAC for review. Any objective changes must be run through the Quality Council, then to ELT. Mention was made of a Board of Ed meeting where Susan presented Core Themes.

It was determined that an AR/OP or Policy process is necessary structure for the Core Themes revision process. Susan will draft an AR/OP process and present it to IAC.

- **Action Item: Susan will draft up an AR/OP process and present it to IAC.**

5. Department Review

a. Goal: IAC review and summarization of 2016-17 Department Reviews

i. Meeting goal: Determine process for IAC review of Department Reviews

Department reviews were due Sept 1. All departments have submitted their review, except the compilation from Instructional services, which should be submitted shortly. Facilities is revising the document that was submitted and

expect to have it completed by the end of the week. All current reviews are located on the IAC Google Team Drive.

It was determined that there should be a summary of the institutional strategic master plan goals.

The review process will be completed by a committee consisting of Susan, Eric, and John. The committee will meet, read all the department reviews and give the analysis to Susan to compile. The committee will present the final analysis to the IAC.

- Action Item: Need to ask Bill for the strategic work plan working document with all revisions.
- Action Item – The review process committee consisting of Susan, Eric and John will meet, read all the department reviews, compile analysis.
- Action Item - Susan will write the summary and report back to IAC at the Oct 11th meeting.

6. IAC annual Schedule

a. Goal: Determine IAC annual schedule (potential fall dates: Oct 11, Nov8, Dec 13)

The IAC will meet from 10:00am – 11:30am in the board room on the 2nd Wed of the month from October through December.

The following dates were approved, Oct 11, Nov 8, Dec 13.

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

See action items above.

Adjourn – 11:30

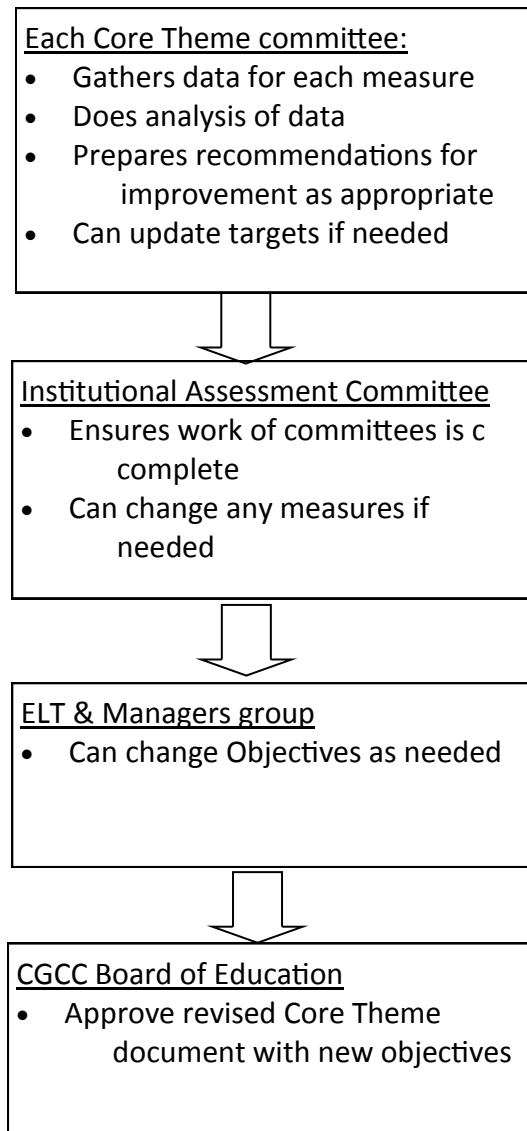
Next meeting: Oct 11, 2017

Minutes submitted by Gail Gilliland

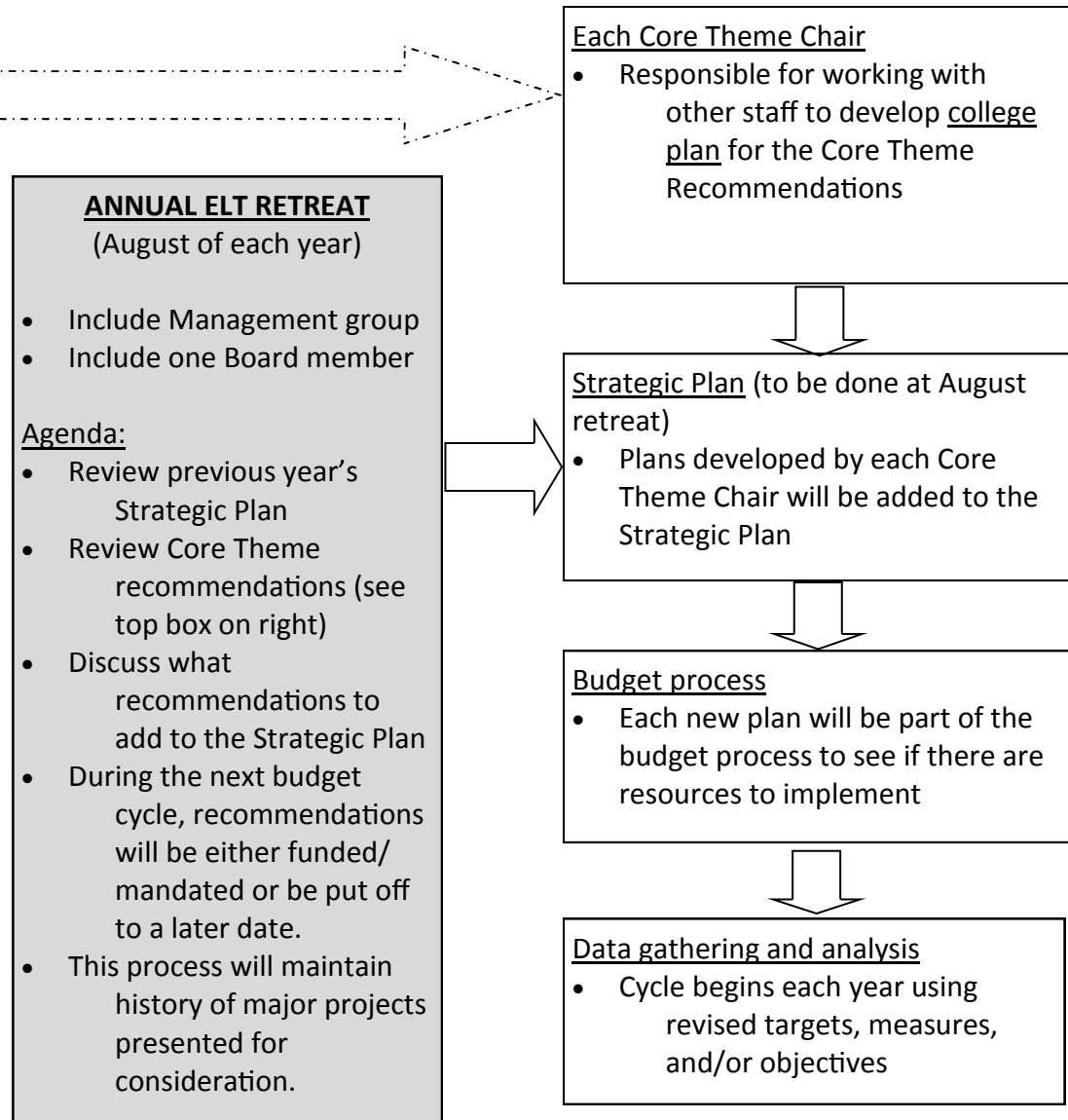
DRAFT: LINKING CORE THEMES AND STRATEGIC PLANNING

(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