

Institutional Assessment Committee

March 21, 2018 10:00 – 11:30 am

Board Room, building 1, The Dalles Campus

Agenda

1. Welcome
2. Amendments to February 14 minutes? ¹
3. Institutional Review Board (IRB) (10:35 – 11:25 am)
 - a. Goal: Draft language for AR/OP regarding survey approval ²
 - Action Item from February 14: Eric and Dawn will bring a draft of an IRB AR and OP, including sections on surveys, data requests and research requests. Danny will provide an IRB “statement of scope”.
 - b. Goal: Review proposed Course Selection Survey ³
4. Future IAC work
 - a. Goal: Determine and prioritize IAC work for April, May and June
5. Wrap-up: Summarize Action Items and Next Steps (11:25 – 11:30 am)

Next meeting: April 11, 2018

Attachments: ¹February 14, 2018 minutes; ²AR proposal for IRB functions; ³Course Selection Survey

Institutional Assessment Committee

February 14, 2018: 10:00 – 11:30 am
Board Room, Building 1, The Dalles Campus

Present: Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly, Susan Lewis, Mary Martin, Dawn Sallee-Justesen, John Schoppert, Eric Studebaker.

Call to Order: 10:03am

1. Thanks to Susan for providing Valentine cupcakes for “on-time” attendees.

2. December 13, 2017 minutes approved as written.

3. Website Updates

- Goal: Update presentation and entries for Core Themes and Department Review.

The Core Themes summary, matrix and narrative, which are currently loaded on the Google team drive, will be posted on the Core Themes webpage. The blank Template and the Core Themes Mapped to Key Functions will be removed. (Completed in meeting.)

In the future the “Assessment Results” will represent the most current document, with the previous documents posted under “Archives”.

The Department Review 16-17 Summary will be posted on the Non-Instructional Department Reviews webpage under “Results” (completed in meeting). “Instructions and Template” will remain. In the future appropriate documents will be posted under “Archives”.

4. Core Theme Revision AR/OP

- Goal: Approve language for Core Theme Revision AR and OP

<https://drive.google.com/drive/folders/1TDkUWSOoocJ0VuWji1fP0XW9rYRIdNlA>

Brief discussion ensued regarding which department should be responsible for the Core Theme Revision AR. Options under consideration were: President’s Office or the Curriculum & Assessment department. The IAC agrees, for now, that Curriculum & Assessment will be responsible, with the IAC being the monitoring body of the Core Theme Revision AR/OP.

As a new AR, it will go thru the President’s office and any recommendations will be sent back to the IAC.

Core Theme Revision AR and OP were finalized except for the inclusion of a definition for Core Themes which Susan will add before submitting to the President’s Office for approval.

MOTION: approve the Core Theme Revision AR and OP

Motion is approved unanimously

Action Item: Susan will move the AR/OP to the new template, complete the definition section, and submit to the President’s Office for approval and posting.

5. Institutional Review Board (IRB)

a. Goal: Determine roll of IRB

The function of the IRB is to approve appropriateness of surveys, research requests, and processes. It is the “Risk Management Board” of the college. It answers the question “are the data requests and surveys appropriate to share?” Its purpose is to prevent bad surveys and bad survey management.

b. Goal: Draft language for AR/OP regarding survey approval Review draft of survey adoption process on team drive:

https://docs.google.com/document/d/1d5D8S6yTD5iqsPOGfoUL4ilGFnmgrux0jUlg1Bzm_Nc4/edit

Extensive discuss pursued in creating a working IRB process, including the following suggestions:

- Omit the top section of the survey adoption process draft.
- Do not take on any of the work around distribution of surveys.
- Timeline is good to keep.
- IAC is not the hammer.
- IAC does not have power to enforce. If the IAC does not approve the distribution of a survey, enforcement would be up to the department supervisor.
- The IRB would monitor for survey fatigue.
- The IAC will not monitor feedback questionnaires, “how did we do” and scheduling.
- Anything with any identifiable information needs to be sent thru the IRB, such as Survey Gizmo and anything that would require student names or ID.
- IAC must be able to make quick decisions by e-mail.
- Chart, spreadsheet will be needed to monitor which surveys are being brought through.

In conclusion there are two areas of concern for the IRB;

1. Is the survey written well, quality?
2. Managing survey fatigue, volume, who is being surveyed.

An AR and OP for the IRB process is needed; it will address surveys, data requests and research requests.

Action Item: Eric and Dawn will bring a draft of an IRB AR and OP, including sections on surveys, data requests and research requests. Danny will provide an IRB “statement of scope”.

Adjourn: 11:20am

Next meeting: March 21, 2018; 10:00 – 11:30am; Board Room, Building 1, The Dalles Campus



Approval Date: MM/DD/YY
Effective Date: MM/DD/YY
Last Revised: 05/23/17

ADMINISTRATIVE RULE

Rule Number/Name:	010.003.000 – Data Publishing and Collection
Responsible Department:	Student Services
Authority:	Chief Student Services Officer

Overview

Student educational record data will be reviewed to ensure student confidentiality and accountable data stewardship before dissemination.

Applicability

College faculty and staff

Administrative Rule Statement

CGCC is committed to accountable data stewardship supporting the integrity of the institutional data within the student information system. Educational record data that makes it possible to identify individual students - including elements with fewer than seven data points - will be kept confidential. FERPA guidelines/standards will be followed.

The Registrar will approved requests for accessing student data and/or requests to collect data from students by individuals within and outside the college. This does not include surveys and data collected within a classroom setting.

The registrar will serve as the liaison to the instructional assessment committee for data publishing and collection requests.

Definitions

None.

Interpretation of Administrative Rule

Registrar

Cross Reference to Related Administrative Rules

010.003.000/Data Publishing Page 1 of 2

Columbia Gorge Community College is an equal opportunity educator and employer.

None.

Further Information

Registrar's Office
registrar@cgcc.edu
(541) 506-6011

Strategic Direction

Core Theme A: Access, Core Theme B: Education, Core Theme C: Partnerships

Appendix

1. [CGCC Operating Procedure 010.030.001 – Instructional Outcomes Data Publishing and Collection](#)
2. CGCC Operating Procedure 040.018.001 – Course Outcomes Assessment Procedure
3. Institutional Assessment website <http://www.cgcc.edu/institutional-assessment>
(Links need to be updated for #1 and #2 when new OPs are posted)

Course Selection Survey

Hi. Thank you for completing this survey about classes chosen for you to take. Nothing will identify you in this survey so please respond honestly and we will get you back to your regular programming in short order.



1) Do you know what this logo means?

No

Yes, it means _____



2) Do you know what this logo means?

No

Yes, it means _____



3) Do you know what this logo means?

No

Yes, it means _____

4. When you are trying to determine which classes you should (or want to) take, do any of the above logos have an influence on your choices?

No

Yes (Which logos are important to your choices - 1, 2, &/or 3? _____)

6. When scheduling classes, what influences your decision? Please rate the following list from your perspective as to what is the most important to the least important to you when choosing the classes you've taken; number them 1 to 8 (1 = most influence, 8 = least influence).

Day/Time offered _____

Format (online, hybrid, face-to-face) _____

OER/Low-Go _____

Instructor _____

Meets degree requirements _____

QM-Certified _____

Advisor recommended _____

Interest _____

7. How many terms have you been attending CGCC?

First term

2-3 terms

4-6 terms

More than 6 terms