Institutional Assessment Committee

September 12, 2018 10:00 – 11:30 am
Board Room, building 1, The Dalles Campus

Agenda

1. Welcome

2. Amendments to August 8 minutes? [1]

3. IAC/QC Discussion Regarding Charter and Committee Status (10:05 – 10:35 am)
    a. Goal: Update on QC recommendations to PC regarding status of IAC as a subcommittee and revisions to IAC Charter.
        ➢ Action Item from August 8: Susan will submit an agenda item to the QC for review of the IAC's self-assessment. Done
        ➢ Action Item from August 8: Susan will submit an agenda item to the QC to approve revised charter and to discuss QC/IAC relationship. Done

    b. Goal: Decision Regarding Faculty Recruitment for IAC
        ➢ Action Item from July 11: Mary M will check with the Instruction budget to see if funding is available for an adjunct faculty member to be on IAC.

4. Core Themes Work (10:35 – 10:45 am)
    a. Goal: Update on data collection/analysis work by CT committees (deadline October 1)
        ➢ Action Item from August 8: Gail will contact Dan and deliver survey information encouraging meeting or e-conversation between Dan and Susan to clarify NWCCU suggestion. Done

5. Status of Review/Summarization of 2017-18 Department Review reports (10:45 – 11:00 am)
    a. Goal: Update on outstanding reviews and on initial read of completed reviews

6. October 10 IAC Meeting Date Conflict (11:00 – 11:05 am)
    a. Goal: Decision on changing October meeting date: possible new date October 3

7. Presentation on "The Cube" (Eric/Justin) (11:05 – 11:25 am)
    a. Goal: Introduction to the Linn-Benton dashboard for CGCC assessment

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

Next meeting: October 10, 2018
Attachments: [1] August 8, 2018 minutes

Present: Danny Dehaze, Gail Gilliland, Rose Kelly, Susan Lewis, Gabriela Martinez Mercier, John Schoppert

Call to Order: 10:03am

1. **Susan welcomes attending IAC members.**

2. **August 8, 2018 minutes are approved.**

3. **Core Themes Work**

   a. Goal: Update on data collection and analysis work by CT committees

   o Core Theme A

   ▪ Susan reported for A, since no A member is present; Core Theme A will be meeting again Friday, August 10th.

   ▪ Rose has removed herself as a member of A.

   o Core Theme B

   ▪ Susan reported for B, as Kristen is on vacation and no other member is present; the CTE data will be used with an explanation in the narrative about it's limitations

   o Core Theme C

   ▪ Susan read an e-mail from Dan stating C is on target and has plans for combining the Business and Industry Survey and the Community Survey for the 2018-19 Core Theme C data. Gail will deliver Susan's message to Dan to have a conversation with Susan regarding NWCCU suggestions regarding sufficient Business and Industry and Community involvement addressed in Core Theme C.

   All Core Theme reports due Oct 1, 2018.

   ➢ Action Item: Gail will contact Dan and deliver survey information encouraging meeting or e-conversation between Dan and Susan to clarify NWCCU suggestion.

4. **Review and Summarization of 2017-18 Department Review reports**

   a. Goal: Organize review team and summarization schedule

   o Susan will be on vacation the first two weeks in September. Someone will need to lead the review of the Department Review to provide a report out at the next IAC meeting, September 12th. John, Rose and Danny will not be available to take that load at this time.

   o Department Review summary is due by Oct 1st.

5. **IAC Self-Assessment/Review**

   a. Goal: Approve Self-Assessment/Review document for presentation to QC

   o Brief discussion about the purpose and use of "Charter #:" on the document. Susan will remove the "Charter #:" from the Self-Assessment/Review.

   o Discussion regarding recruiting new IAC members from the faculty/adjunct faculty.

   o After review of the 2017-18 Self-Assessment/Review document the IAC came to a verbal agreement to accept the document, complete with the removal of "Charter #:".

> ➢ Action Item: Susan will submit an agenda item to the QC for review of the IAC's self-assessment.

> ➢ Action Item from July 11 IAC meeting: Mary M will check with the Instruction budget to see if funding is available for an adjunct faculty member to be on IAC.

6. **IAC Charter Review**

   a. Goal: Approve Revised IAC Charter for presentation to QC

   o "f" has been removed and "Dr. Marta Yera Cronin – president" has been added.

   o "Reporting: The Committee shall report to the Quality Council on its activities and any recommendations."

   ▪ The IAC does not have the authority to remove itself from reporting to the Quality Council (QC). Rose will add this discussion to the QC agenda for the next QC meeting. This may be part of the reorganization that will take place under Dr. Cronin's leadership.

   o After review and discussion of the IAC Charter, the committee has come to a verbal agreement to accept the Charter as written.

   > ➢ Action Item: Susan will submit an agenda item to the QC to approve revised charter and to discuss QC/IAC relationship.

7. **Action Items from July 11 for updating the Assessment Inventory:**

   a. Goal: Update on status of Action Items

   Action items still pending:

   > ➢ Mary Martin will post the Schedule Survey results to the IAC team drive, not for public viewing.

   > ➢ Remove Student Profile from website and replace it with Facts-at-a-Glance. Add to Assessment Inventory.

   > ➢ Add D4A term summary report, link to DataMart, update Assessment Inventory

   > ➢ Add VFA report information to Assessment Inventory

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

   a. Strategic goal updates due September 14th.

   o Dr. Cronin would like an update on the strategic goals.

   o QC will monitor and analyze the strategic goals progress.

   ▪ Susan will present the update to Quality Council at the October meeting

9. **Meeting adjourn at 10:45am**

Next meeting: September 12, 2018