

## **Institutional Assessment Committee Minutes**

March 21, 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, Gabriela Martinez Mercier, Dawn Sallee-Justesen, John Schoppert, Eric Studebaker.

Call to Order: 10:05am

### **1. February 1, 2018 minutes approved as written.**

### **2. Institutional Review Board (IRB)**

- a. Goal: Draft language for AR/OP regarding survey approval

Eric and Dawn presented a draft revision of AR 010.003.000 “Data Publishing.”

Committee was advised that there are no IRB’s in place at any of the 17 Oregon community colleges; IRB’s are used more at the University level. This research, supported by Justin (IR) and based on the current CGCC structure, prompted the amending of an existing AR rather than the creation of a new AR. The goal was to not overcomplicate and to make sure that the AR does not add unnecessary restraints to individuals doing their job. At this time an OP has not been completed.

Revisions include:

- Title change to “Data Publishing and Collection”
- Responsible department and authority: Student Services/CSSO
- Placing authority for approval of request to access student data with the registrar
- The registrar serving as a liaison to the IAC

Extensive discussion ensued regarding the following:

- IRB purpose/function
  - Does the survey possess a risk to FERPA violation?
  - Will the survey data be internal or external?
    - Internal data does not need to be vetted
    - External data sharing requires vetting
  - Do the survey questions have a risk of adverse impact?
  - Most institutions that do not have an IR, default to the Registrar. If there is an IR department then the head of IR would then be the default.
- individual instructor may conduct surveys in their own class
- surveys exist that are not related to student records/data, for example the Business and Industry Survey – could change the title of the AR to “Student Data Publishing and Collection” – change 3rd paragraph to read “...student data publishing and collection requests”
- whether it is appropriate for a committee to have authority for approval or if it should always be an individual
- with the registrar having the approval authority, what role does the IAC have if any – suggested that the IAC would be a “sounding board” or an advisory group to the registrar when needed – suggested adding a clarifying sentence, “all other surveys

will go through IAC.” Suggested responsibilities of the IAC in regards to IRB functions:

- Check for duplication of surveys
- Review for general awareness
- Protect individuals
- Monitor for and avoid survey fatigue
  - Be responsible for those surveys that fall outside of the “Student Data Publishing and Collection” AR: Business and Industry survey, Community Partners survey, Employee survey
- Function as a training and support team for data collection
- Justin (IR) will be available to review the data collection process if necessary
- noted that the Curriculum and Assessment Department data does not go through the Registrar

Creation of a mirrored Non Student Data Publishing and Collection AR/OP delegated to Eric and Dawn

➤ Action Item: Eric and Dawn will update proposes Student Data Publishing and Collection AR, draft an associated OP, and write an AR/OP to address data collection/surveys/posting not related to student records/data.

b. Goal: Review proposed Course Selection Survey

Committee reviewed Zip Krummel’s proposed survey to be distributed in psychology and sociology courses. The IAC approved the Course Selection Survey for internal use; however, if the data is meant to be shared externally, it must return to IAC for oversight.

### 3. Future IAC work

a. Goal: Determine and prioritize IAC work for April, May and June

The following suggested topics were identified:

- Create a spreadsheet to track survey use and data
- Department Review
  - Review template
  - Provide training in completing the review for departments
- Core Theme committees: timing, data collection and analysis
- Create an IAC calendar
- Participants of the IAC: who comes, who needs to be added or dropped.
- The new president will be starting July 1<sup>st</sup>. What do we need to provide to the new president?
- KFA’s: history, function, and report out to the QC

**Adjourn – 11:30**

Next meeting: April 11, 2018; 10:00-11:30am; Board Room, Building 1, The Dalles Campus