

**Institutional Assessment Committee**  
May 9, 2018, 10:00–11:30 am  
Board Room, Building 1, The Dalles Campus

Present: Danny Dehaze, Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin, Tiffany Prince, Dawn Sallee-Justesen, John Schoppert, Eric Studebaker, Justin Smith (phone)

Call to Order: 10:03 am

**1. April 11 minutes approved as written.**

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

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

Dawn, Eric and Danny presented the IRB AR and OP “Data Publishing and Collection”. Much discussion ensued.

- Nothing changed in this draft of the AR except paragraph two in the Administrative Rule Statement “this does not include surveys and data collected by the office of instructional assessment”. Another option would be to clarify that this does not include surveys already being done as part of a job.
- ‘pending such concerns’ in the last paragraph under Non-Educational Records allows for the IAC to have flexibility; until resolved is implied.
- The authority of the IAC is in question in the last paragraphs
- The nature of the IAC is a form of shared governance in that there are representatives from multiple departments providing an institutional perspective. Student assessment, surveys and survey purpose have bearing on multiple departments as well as individual job descriptions. When a significant issue crosses between multiple departments, is it better monitored by a cross-departmental committee than an individual?
- Timeliness will be addressed in a definite process.
- Efficiency should have a single point of entry
- Anonymity is the key to student records
- Justin gave a brief overview of the Linn Benton IRB process. The surveys are vetted by a two-person team; Justin and the vice president of Student Services who oversees the registrar. Justin’s focus is on outside requests.
- Who will bring the survey request to IAC? The person responsible for the survey will contact the IAC, if IAC is the starting point. If the registrar is the place to start, then it goes directly to the registrar and the registrar makes the decision.
- The committee did not reach a unified agreement on the AR/OP at today’s meeting. Issues remaining:
  - Monitoring number of surveys and the issue of survey fatigue –

- responsibility of tracking survey delivery/use
- Outside vs. inside requests
- Timeliness of response to survey requests
- Shared work – shared responsibility – shared governance/decision making
- Eric and Dawn are done working on the AR/OP. Hours of work have been given to this project, possibly midsummer would be a time to reengage.

Dawn leaves at 11:00am

Action Item - Danny will create a list of what cannot be included in a survey (such as IP addresses)

### 3. IAC Calendar

- a. Goal: Create IAC calendar for May, 2018 – June, 2019 Draft calendar document in IAC Team Drive: <https://docs.google.com/spreadsheets/d/1zKh9sIYWDGNXvCgJdmBAqUr-HKRGlrkKOMsc-F7axE/edit#gid=481177840>  
Susan presented the 2019 IAC Google Doc draft calendar located on the IAC team drive.
  - Additional entries: SENSE
    - The deadline for administering 2017-18 SENSE has passed. Oregon has been given special permission to have the 17 colleges administer SENSE spring term 2018. Sense will be administered at CGCC next week.
  - Susan and Kristen resolved the Program Outcomes data collection deadline conflict – it can be completed by September in order to include in Core Theme assessment
  - Budget review may be moved up, per a board meeting comment. This could be problematic for assessment and strategic planning as it shortens the time before budget build.
  - Strategic planning will be directed by the president, possibly occurring in October and November.

### 4. Department Review Training

- a. Goal: Confirm June date with QC
- b. Goal: Design training agenda  
Review PowerPoint presentation from last year to determine revisions for this year. Presentation in IAC Team Drive <https://drive.google.com/drive/folders/0B5q0sPvyeMP8UXFRSTlobjR2TE0>
  - Committee to review the online training PowerPoint and let Susan know of any suggestions for the presentation.

Action Item: Susan will present the Department Review training session to the QC on June 5.

## 5. Core Theme Committees for 2017-18 Data Collection and Analysis

- a. Goal: Develop plan for reassembling Core Theme committees
- b. Goal: Create a work plan and time line for CT committees
  - Reassembling should take place in May
  - Core Theme leads
    - Core Theme A – Eric
    - Core Theme B – Kristen
    - Core Theme C – Dan
  - Suggestions for building an effective Core Theme committee:
    - Areas need to have greater representation from the appropriate areas reflected in the measures of the CT, not exclusively IAC members
    - Committee members need to be responsive and engaged individuals, actively participating on the committee
    - Leads should delegate responsibilities
  - Now is the time to make any needed changes to the measures and/or targets. All measures/target revision proposals need to be brought to IAC by the July meeting. Please submit any changes to Susan prior to the July meeting.

Action Item: Kristen will provide Susan with the changes for measures in Core Theme B for the June 13<sup>th</sup> meeting agenda

## 6. Student Government Survey

Eric presented a new survey that Student Government would like to attach with the 2018-19 Student Government elections.

- About the Survey:
  - To be done in Qualtrix
  - Confidential
  - May be published
  - Will be sent to students enrolled in spring term 2018
  - Students may only vote once
- Questions:
  - Why is 17-18 government asking questions for 18-19
    - It could be an incoming student guiding/planning document
    - We do not know why the Student Government is asking these questions
  - How can the questions be separated? Qualtrix has that ability
- Conclusion
  - The questions cause no damage to the students

Susan calls for objections or concerns. There are no objections or concerns.  
The IAC supports this survey.

Adjourn – 11:32am

Next meeting: June 13, 2018