Institutional Assessment Committee Minutes

Date: July 12, 2017

Time: 10:00 – 11:30 am

Location: Board Room, building 1, The Dalles Campus

Present: Tama Bolton, Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly, Susan Lewis, Mary Martin, Tiffany Prince, Dawn Sallee-Justesen, John Schoppert, Dan Spatz, Lori Ufford.

Call to Order: 10:07am

1. **06.14.17 IAC meeting minutes approved.**
2. **Update on Action Items from June 14 meeting**
    a. **Charter approval** has been signed by Dr. Toda.
    b. **Non-Instructional Department Review templates and introduction** presented 07.11.17 at QC by Susan and was received well. Areas where there may be confusion still are: 1) when setting goals, understanding the difference between mission, annual strategic goals, and actions/tasks; and 2) creation of assessment strategies for certain function areas.

       Concern was expressed at QC regarding survey overload if multiple departments implement surveys to get data regarding the customer satisfaction function. Advised QC that the IAC will be filling the function of an Institutional Review Board, and that surveys should be vetted through that committee. However, there is not currently a process to do that.
       - **Action**: Tiffany will outline a survey vetting process and present at the August 9th meeting.
    c. **Assessment & Report Inventory**
       https://docs.google.com/spreadsheets/d/1x8xjGw99RwyM2c2wfHoeGzdyW4W93Y5xHJhytXTIVug/edit#gid=1487078226
       Committee approved revised format. Need committee members to make a final review to ensure that all intended entries are included. Susan will delete the old form after the August 9 meeting.
       - **Action:** IAC Committee members please review the revised document for missing items by August 9th meeting.
    d. **Website**
       Profiles have been updated to include IAC membership. Danny made the committee page live. IAC schedule, agendas, meeting minutes, purpose and commission will be posted to the webpage.
       - **Future agenda item (August):** Danny and Gail will present website next steps.

3. **Accreditation 2020 Year Seven Comprehensive Self-Evaluation**
    a. **Goal:** Provision of data and assessment information to support the preparation of the 2020 Year Seven Comprehensive Self-Evaluation
       (Link to NWCCU standards:
       http://www.nwccu.org/Standards%20and%20Policies/Accreditation%20Standards/Accreditation%20Standards.htm)
       i. **Meeting goal: Share information regarding report timeline/schedule; propose modifications if needed**
          Next visit is April 2020, self-evaluation report to be written starting in August/September 2019 and completed by February 2020.
       ii. **Meeting goal: Begin to identify IAC responsibilities in the report process (NWCCU Year Seven Self-Evaluation guidelines)**
          Susan and Lori have met regarding initial thoughts on the creation of a

Steering Committee to address the report's 5 standards.
- Standard One: Mission & Core Themes
- Standard Two: Resources & Capacity
- Standard Three: Institutional Planning
- Standard Four: Assessment & Improvement
- Standard Five: Mission Fulfillment, Adaptation, Sustainability

The plan is to assign leads for each standard. The leads will assemble Standard Committees as needed to complete their sections of the report. The Steering Committee will be responsible for taking the sections and uniting them into a cohesive report. It is important that there are multiple voices involved in the writing of this report and reflected throughout.

Members of the IAC may well be leads and/or participate on Standard Committees. The IAC may also provide or help Standard Committees find data relevant to their sections. The committee is the messenger promoting the concept of integrated assessment and continuous improvement.

Some additional notes:
- We are in the summer of 2017. We can actually get processes in place and see results by the time we are writing the report for the 2020 visit.
- The year 7 Non-Instructional Department Reviews will provide a significant amount of information for writing Standard 2.
- The information out of the report will help inform the strategic direction of the college.
- We are now accountable as an independently accredited institution. Stakes are higher than when we were accredited under PCC. This is our first comprehensive review since becoming independent.

4. **Core Theme Assessment**
   a. **Goal: Provision of data and analysis regarding mission fulfillment, supporting annual strategic planning**
   (previous Core Theme Matrix and analysis example: https://www.cgcc.edu/sites/cgcc.us/files/institutional-assessment/core-themes-analysis-2012-13.pdf)
      i. **Meeting goal: Assignment of responsibilities for gathering data and conducting analysis regarding Core Theme Matrix objectives/measurements**
      Core Theme Matrix link was reviewed. The objectives and measures have been updated since last version posted on the website. There is a current version that was approved by the Board last year.

      Committee agreed to the reincarnation of the three Core Theme Committees under the direction of the IAC. Each team will gather and analyze data related to its Core Theme objectives and measurements. Each will create an annual report that scores the achievement of measurements, analyzes level of accomplishment, evaluates the effectiveness of the assessment methodology, and makes recommendations regarding revisions to Core Theme objectives and measures.

      Committee membership will include a lead or co-leads from the IAC with additional participation by IAC members or other college staff and faculty. Faculty is invaluable.

However, if faculty is recruited to be on a Core Theme committee, it is important to provide that information to Instruction, as it impacts load hours. *** Please let Instruction know if you are recruiting a faculty member to be on your committee.** An initial sign-up sheet was completed by IAC members in attendance. Members not in attendance at this meeting will be provided the opportunity to sign-up as well. Note that it is not mandatory that all members participate on a Core Theme Committee.

The committee discussed the relationship of Core Themes to KFA and expressed confusion regarding their impact on operational/strategic planning. Questions about the purpose and necessity of KFAs exist. Agreed that this would be a valid agenda item for the committee with the potentiality of making a recommendation to the president.

A request was made for the committee to discuss the new state bill related to transfer and its implications for the college and possible inclusion of transfer related measurements in Core Themes. Core Theme B does have some data points related to transfer, but this should be reviewed more closely with this new legislation in mind. In addition, the *Transfer Experience* subcommittee of the Student Success Team is promoting the inclusion of language specific to transfer in the college's goals and mission.

There was discussion on how to introduce new measures and/or objectives. The committee will review this procedure.

- o **Action:** Susan will place most current version of matrix on Google Drive
- o **Action:** Danny and Gail will update Core Themes website
- o **Action:** Susan will send out the Core Theme alignment spreadsheet and put it on the Google Drive**.**
- o **Action:** Susan will create a Core Theme committee member tracking spread-sheet and place it on Google Drive.
- o **Future agenda item (August):** The IAC will review committee composition.
- o **Future agenda item (Fall)**: KFAs, their relationship to Core Themes and purpose in operational and/or strategic planning.
- o **Future agenda item (August)**: Process for revision of Core Themes.

ii. **Meeting goal: Determine completion schedule**
Core Theme Data collection and analysis is scheduled to be completed by Sept 1st. However, as the Core Theme Committees are still being assembled throughout this month, the deadline will be pushed out a month.

- o **Action:** Core Theme Committees to complete Core Theme data collection and analysis by Oct 1st

5. Adjourn 11:25am

Next meeting: August 9, 2017, 10-11:30 am