

INSTITUTIONAL ASSESSMENT COMMITTEE MINUTES

October 11, 2017

10:00-11:30am

Board Room, Building 1, The Dalles Campus

Present: Danny Dehaze, Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin, Gabriela Martinez Mercier, Eric Studebaker, Justin by phone

Call to Order: 10:00am

1. September 13, 2017 minutes approved

2. IAC Website Update/Revision

a. Goal: Maintain a current, informative, useful website that provides access to relevant assessments and reports

i. Meeting goal: Revision updates

All website action items were completed, with the exception of the following (some were then completed during the meeting, as noted):

- September 13 Action Item: Eric will send the VFA Outcomes Report to Danny and Gail to be added to the Assessment & Report Inventory and Reports and Data webpage. Completed in meeting.
 - Note: this action item has been completed. There was a brief conversation with Justin verifying that the VFA Outcomes Report can be published to the webpage, even though it states “internal use only”. Justin informed the committee that the remedial data is wrong on page in the developmental section midway through the report, noting that the way the State did this was incorrect.
- September 13 Action Item: Eric will review the former Student Profile document to ensure that all pertinent data/information is included on the new Facts at a Glance document. Eric/Dan will add to Assessment Report Inventory.
 - Note: Dan and Jess are completing the Facts at a Glance document. It should be ready to publish in November and added to the Assessment Inventory at that time.
- New Action Item: Link Assessment Inventory to the Report and Data page. Completed in meeting.
 - Note: Links are being added to the Inventory and Data and Reports page as they become available.
- Action Item: Danny will edit the organizational chart

3. Future of Key Function Areas

a. Goal: Provide information and recommendation to QC regarding the purpose/continued use or elimination of KFAs as part of CGCCs assessment and planning functions.

i. Meeting goal: Understanding of issue.

Brief informative discussion on the history and function of KFA's.

Susan reported that John had checked with the Quality Council regarding where to begin the discussion of the future of KFAs. Quality council agrees that IAC should start the conversation.

ii. Meeting goal: Determine plan for gathering information and developing recommendation

It was determined that IAC needs to provide history, perceived purpose and how they have been used, including what departments (IT) are currently using them and then make a recommendation to the QC of their future value.

A brief discussion regarded how planning is done at CGCC. At this time institutional and strategic planning is being done by ELT and the process for how upcoming planning takes place is mostly being determined by Lori and Susan. However, with the new QC structure, QC may be the best place for institutional planning supported by IAC.

- Action Item: Susan will start the research regarding the historical and current use of KFAs as part of institutional/strategic planning.
- Future Agenda Item: A strategic planning model for CGCC with connections to assessment and the IAC

4. Core Theme Assessment

a. Goal: Provision of data and analysis regarding mission fulfillment, supporting annual strategic planning

i. Meeting goal: Update on progress. (Core Theme Committee leads)

- August 9 Action item: Core Theme A Committee to set targets for measures with missing targets prior to completing Core Theme A data collection. (in progress)

Core Theme A Committee proposed the following revisions to wording of measures:

- A2.1 – Measure: “High school student enrollment in accelerated learning opportunities” Matrix target boxes: “Change in high school enrollment in accelerated learning opportunities”
- A3.2 – Measure: “Credit enrollment of underserved population” Matrix target boxes: “Change in FTE of students identified as underserved”
- A3.3 – Measure: “Credit enrollment of Hispanic students” Matrix target boxes: “% FTE of Hispanic students”

Motion: to approve rewording of measures and matrix target boxes

Susan moved, Kristen 2nd – 7 yes, 0 no, 0 abstention – motion passes

Core Theme A Committee also had initial recommendations for targets; however, these will go back to the committee to be reworked to include ranges. In addition, there is vetting with some individual instructional department that still needs to take place in order to determine targets. For example, information needs to be gathered regarding enrollment goals from Pre-College and ESOL.

Discussion regarding the use of long range aspirational goals or yearly concrete benchmark goals in particular when describing enrollment/FTE. If aspirational goals are used as targets, results may show us as not having mission fulfillment during growth years. Instead, better to have a percentage increase goal that we may achieve as we move toward a long range aspirational enrollment number. Ultimate aspirational goal should be identified in narrative analysis section. The next issue is how and by whom is the aspirational goal vetted. Core Theme A workgroup accepted the inherent issues with setting benchmarks. The various departments reflected in the results in Core Theme A need to be vetted before publishing. This has not been completed, but is the task of the Core Theme publishing the information.

- August 9 Action item: The completed rubric and narrative analysis is due Oct 1st available for use during November institutional strategic planning and budgeting. (in progress)

Due date for Core Theme matrix and narrative analysis has been changed to November 1st. Core Theme A and B believe that they are on track to meet that deadline.

Some additional comments:

- Show results in the matrix with a single number. Any explanation of the components of that number should be provided in the narrative analysis.
- Underserved populations include Hispanic, low-income, and first generation.
- The low income and 1st generation data possibly come from the SIS, possibly from financial aid applications or possibly student applications.

ii. Meeting goal: Review and update as needed the Core Theme revision process

- September 13 Action item: Susan will draft up an AR/OP process and present it to IAC
Action item not completed and will be carried over to a future meeting.

5. Department Review

a. Goal: IAC review and summarization of 2016-17 Department Reviews

i. Meeting goal: Update on status of Department Review review and summary write-up

Susan, Eric, Rose and John reviewed the Department Review documents. Based on their discussion, Susan is in the process of producing a summary identifying trends, common elements and progress toward institutional goals. She will send it to the IAC prior to the next IAC meeting in anticipation of presenting the summary of results to the QC at their November 7 meeting.

- Action Item: Susan will compile the Department Review summary and send to IAC.

6. Institutional Review Board

a. Goal: Perform the functions of an Institutional Review Board (IRB)

i. Meeting Goal: Outline the functions of an IRB

Insufficient time to address this agenda item. Will reschedule. Was noted that Steph Hoppe has already been approved to conduct a general survey in spring

Mark calendar: December 8th strategic planning meeting, 9 am – 4:00 pm, location to be determined

Meeting Adjourned at 11:30 am

Next meeting: November 8, 2017, 10 – 11:30 am in the Board Room, Building 1, The Dalles Campus