

**Institutional Assessment Committee**  
November 8, 2017  
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, Dan Spatz.

Call to Order: 10:00am

**1. October 11, 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**

The IAC flow chart posted on the IAC webpage was discussed, as well as a new IAC organization chart.

The following changes to the new organizational chart were suggested:

- Make main headings directly reflective of each IAC goal.
  - Build Capacity
  - Guidance
  - Support Planning
  - Data Repository
  - Data Synthesis
  - IRB
- Remove statement in the upper right corner.

The following changes were suggested for the IAC flow chart:

- Change the title to the Role of the IAC in Planning
- Move the flow chart to the planning webpage.

Note: Brief discussion ensued regarding IAC's involvement to oversee the planning pages

- Action Item: Danny and Gail will edit flow chart and organizational chart.
- Future Agenda Item: Should IAC be responsible for the planning pages?

**3. Core Theme Assessment**

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

**i. Meeting goal: Update on progress toward completion of Core Theme Matrix and associated narrative analysis. (Core Theme Committee representatives)**

- Core Theme A update presented by Rose. Changes in targets and measurements were voted through at the last IAC meeting. They are on target for completion by due date.

- Core Theme B update presented by Kristen. The results are in from degree, certificates, and programs. Transfer to OUS data for 3 years has been received.
- Core Theme C update presented by Dan Spatz; on target for completion by the due date.

**ii. Meeting goal: Review and update of the Core Theme revision process**

Susan drafted an OP process and presented it to the IAC.

- Title, intent and/or objectives changes will need approval from the Board of Ed. This is a good way to engage the Board.
- After discussion, it was decided that the IAC will oversee any adjustment of measures or targets. IAC agrees this should stay at the IAC level.
- Conversation about change needs to start with the Core Theme committee and be brought to IAC, then taken to QC, and then taken to ELT.

Note: Core Themes are required by accreditation. The December strategic planning meeting could be impacted by Core Themes in theory.

CGCC has made a commitment to stay with the titles and objectives for the completion of the current 7-year accreditation cycle.

In 2019 we could be reviewing Core Theme titles and objectives and making suggestions for changes.

IAC agrees that the OP is good.

**4. Department Review Summary**

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

**i. Meeting goal: Review and approval of Department Review Summary**

Susan presented the Department Review Summary.

Progress towards institutional strategic goals were not addressed by most of the departments. Most common barriers to annual goal completion identified were money and time. An area for discussion may be how we work together on shared/interdepartmental goals. Not all departments addressed all areas of the template. Some departments addressed all function areas rather than just the required A-E, others did not complete the 5 required function area. Further training in analysis of data would be beneficial as this was an area that was often lacking.

The IAC agrees that the presented Department Summary Review can go forward as the official summary.

- **Future Agenda Item: The need for training in how to do the Department Review analysis and how to support it with data.**

**5. Institutional Assessment and Strategic Planning Summit, December 8, 9:00 am – 4:00 pm**

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

**i. Meeting Goal: Determine format of Core Theme Committee presentations**

Susan presented a rough outline for the Dec 8<sup>th</sup> meeting. The morning will be a time to review and report out of data and assessment. Each Core Theme committee should be represented and plan to present a 10-minute presentation with 5 minutes allowed for Q&A. Plan on creating a PowerPoint that highlights the interesting parts of the respective Core Theme. Interesting may represent what we are excelling in as well as the areas where we are not meeting mission expectations.

Time for general Q & A regarding Core Themes and mission fulfillment will be provided.

**ii. Meeting Goal: Gather suggestions for overall meeting format/activities**

Participants: IAC, QC, ELT, IC, some Board members, and some invited faculty.

The morning assessment session will also include: Department review summary, CCSSE summary, and progress on strategic goals from the strategic work plan. The afternoon session will address strategic planning; what actions will be pursued in 2018-19.

Discussion ensued about the meshing of planning documents and the alignment with KFAs and whether KFA will be part of the Dec 8 agenda. KFA's are more departmental, while the strategic work plan addresses institutional goals. Therefore, it is not the plan to include KFA discussion at this meeting.

The committee agreed on using a World Café model for the afternoon session (groups rotating through five facilitated tables, one for each strategic goal). Table facilitators will be provided with discussion prompts. There should also be time for reflection as well as a mechanism for those less vocal attendees to express themselves. It was suggested to provide an opportunity for individuals to add ideas via post-it notes. Finally, there should be a parking lot page that can hold visionary items for the future, with a list of those parking lot ideas at the end of the document draft.

It will not be possible to have a final product (2018-19 strategic action plan) at the close of the Dec 8 meeting. There will need to be a follow-up meeting in January. This should be a shorter 2-hour meeting for all who attended the Strategic Planning Summit. Prior to the January meeting, input from the Dec 8 meeting will be organized. The Jan meeting will prioritize and create a final document that may inform the 2018-19 budget build.

In the year of changing the strategic work plan possibly the Board would have input at that time.

It was suggested that it may be necessary to manage expectations from new Board members; the "here's where we've been and here's where we are going". We may need to educate the Board members in what we are doing. This may set the tone of the "asks" in the budget.

- **Action Item: Check bulb in room 201, does the projector work?**

6. Meeting Adjourned at 11:40 am, 10:00 – 11:30 am, in the Board Room, Building 1, The Dalles Campus.