

Institutional Assessment Committee

June 14, 2017 10:00 – 11:30 am

Board Room, building 1, The Dalles Campus

Agenda

1. Welcome, review meeting purpose and agenda
2. Approval of May 16 minutes¹
3. IAC Charter² (10:05 – 10:15 am)
 - a. Goal: Agree upon final version of Charter to be sent to Dr. Toda for approval
4. Non-Instructional Department Review (10:15 – 10:55 am)
 - a. Goal: Initiate Non-Instructional Department Review
 - i. Meeting goal: Review and approve Department Review Templates
 - Comprehensive Department Review Guidelines/Template³
 - Annual Department Review Guidelines/Template⁴
 - Assessment & Planning Alignment & Timeline⁵
 - ii. Meeting goal: Determine process for IAC review of completed reviews
 - iii. Meeting goal: Adopt a plan for introduction to departments (Proposed for July QC agenda)
 - iv. Meeting goal: Identify potential training/guidance that may be provided to departments supporting their completion of Department Review. Determine next steps for development of identified training/guidance.
5. Assessment/Report Inventory (10:55 – 11:15 am)
 - a. Goal: Prepare a comprehensive inventory of CGCC assessments and reports that can be used to inform administration, faculty and staff in the performance of their jobs and in the interest of continuous improvement
 - i. Meeting goal: Determine if current inventory is organized efficiently. If not, determine an organizational structure that works better.
<https://docs.google.com/a/cgcc.edu/spreadsheets/d/1kJUPGzgG3X5mf9btxe-e6VIDIeMH2N7JWsOiVmYOMI4/edit?usp=sharing>
 - ii. Meeting goal: Adopt a plan for how to identify missing assessments and reports and have them included
6. IAC Website (11:15 – 11:25 am)
 - a. Goal: Maintain a current, informative, useful website that provides access to relevant assessments and reports <https://www.cgcc.edu/institutional-assessment>
 - i. Meeting goal: Identify individuals for updating and maintaining website
 - ii. Meeting goal: Define selection criteria for material to be placed on website
7. Wrap-up: Summarize Action Items and Next Steps
8. Meeting Evaluation

Next meeting: July 12, 2017, 10-11:30 am

Attachments: ¹May 16 minutes; ²revised IAC Charter; ³Non-Instructional Comprehensive Department Review Guidelines/Template; ⁴Non-Instructional Annual Department Review Guidelines/Template; ⁵Assessment & Planning Alignment & Timeline