# Institutional Assessment Committee

February 14, 2018 10:00 – 11:30 am
Board Room, building 1, The Dalles Campus

## Agenda

1. Welcome, special Valentine's treat (don't be late)

2. Amendments to December 13 minutes? [1]

3. Website Updates (10:05 – 10:15 am)
    a. Goal: Update presentation and entries for Core Themes and Department Review

4. Core Theme Revision AR/OP (10:15 – 10:35 am)
    a. Goal: Approve language for Core Theme Revision AR and OP
       https://drive.google.com/drive/folders/1TDkUWSQoocJ0VuWji1fP0XW9rYRIdNlA

5. Institutional Review Board (IRB) (10:35 – 11:25 am)
    a. Goal: Determine roll of IRB
    b. Goal: Draft language for AR/OP regarding survey approval
       Review draft of survey adoption process on team drive:
       https://docs.google.com/document/d/1d5D8S6yTD5iqsPOGfoUL4ilGFnmqrux0jUIg1BzmNc4/edit

6. Wrap-up: Summarize Action Items and Next Steps (11:25 – 11:30 am)


Next meeting: March 21, 2018

Attachments: [1] December 13, 2017 minutes

Present: Tama Bolton, Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly (by phone), Susan Lewis, Mary Martin, Dawn Sallee-Justesen, John Schoppert, Eric Studebaker.

Call to Order: 10:10am

1. **November 8, 2017 minutes approved.**

2. **Institutional Assessment and Strategic Planning Summit Debrief**
   a. **Goal: Provision of data and analysis regarding mission fulfillment, supporting annual strategic planning**
      i. **Meeting Goal: Summit Evaluation**

The morning session was generally thought to be successful. For the most part attendees reported that they received sufficient data. There were a couple of requests for additional academic data related to student progression through course series, i.e. writing and math. No other specific requests were made.

Evaluations on the afternoon session were mixed. Concerns included: being too rushed during World Café; a lack of clarity regarding budget potential; lack of clarity regarding next steps; concern that we have done similar activities in the past with no follow through; a desire for greater diversity representation. Positive comments included: having a shared opportunity to express ideas; good discussion; check marks to show support from multiple groups; facilitators rotating rather than groups.

Suggested that when referring to the efficacy of the check mark system, it is important to recognize that items listed may not have check marks because they were added in the final rotation and therefore not seen by the other five groups. Therefore "no check marks" may not mean that an item is not supported by the group at large. However, it was noted that the check marks do provide some gauge for prioritization of support for an idea/action.

Greater clarity is needed on data sets. There were questions regarding which specific student populations were being reported on for different measures within Core Theme B.

Preparation and vetting of data presentations is crucial when trying to provide accurate and consistent data on which to base strategic planning. For example, Core Themes data should have been completed and reviewed by the IAC prior to being presented at the planning summit.

      i. **Meeting Goal: Organization and preparation of Summit notes[2] for follow-up meeting**

It was suggested that the following formatting be used:
   Strategic Goal #1
   Objective #1a
   **In progress   Related actions** (from Friday's notes) **Possible new objectives**
Reoccurring themes can be grouped together. Stared and reoccurring items should be visually identified i.e. bold.

Synthesize the GEEK Summit data and compare and combine common themes from the both sources.

Prior to the follow-up meeting, conference with different departments regarding a proposed action item to try and determine what resources would be required (dollars/time) and potential strategic and/or operational budget impacts.

Action items can inform department 2018-19 work plans which will be written summer 2018. The current strategic plan will be concluded in 2018-19. Next year's Institutional Assessment and Strategic Planning Summit will be developing a new strategic plan with new goals and objectives.

**The IAC reviewed the flip-chart information looking for "big", "stand-alone" items**.

1. Textbook free degrees by 2025 is a larger action that may be better identified as an objective or goal in a future strategic plan. It requires a philosophical commitment as well as specific actions.

2. Increase faculty involvement could become a strategic goal for 2019-20 or could be an objective within each strategic goal.

3. College fair would need commitment between Instruction, Student Services, Facilities and Marketing. It could become a regional college fair that is sustainable. (Goal #1)

4. Equity and inclusion relating to the underserved population. Equity and inclusion is a recommendation from the State. Possibly the bigger strategic goal of Equity and Inclusion and the objective Equity (Goal #1, Objective 2, #2, 6, &7)

5. Develop Guided Pathways model for CGCC programs (Goal #2)

Some work was done to try and organize Strategic Goal #1. More discussion focused on how to implement actions.

➢ Action Item: Susan and the Curriculum and Assessment Department will organize the flip-chart data, including weighted checkmarks and report back to the IAC.

  ii. **Meeting Goal: Determine date for follow-up meeting – proposed date is now February 6, 1-3**

The February 6, date is still within budget build parameters.

➢ Action Item: Susan will check with QC to see that they are willing to host the meeting on February 6 rather than January 2.

➢ Action Item: Susan will bring Eric a birthday cupcake at the Feb 6th meeting.

3. **Future IAC meeting dates**
   a. **Goal: Determine meeting dates for winter term**
      Not addressed.

**Meeting adjourn 11:30 am**

**Next meeting: TBD**