

Institutional Assessment Committee

April 11, 2018 10:00 – 11:30 am

Board Room, building 1, The Dalles Campus

Agenda

1. Welcome
2. Amendments to March 21 minutes? ¹
3. Institutional Review Board (IRB) (10:35 – 11:25 am)
 - a. Goal: Draft language for AR/OP regarding survey approval ²
 - Action Item from March 21: Eric and Dawn will update proposed Student Data Publishing and Collection AR, draft an associated OP, and write an AR/OP to address data collection/surveys/posting not related to student records/data.
4. IAC Calendar
 - a. Goal: Create IAC calendar for May, 2018 – June, 2019 ³
5. Wrap-up: Summarize Action Items and Next Steps (11:25 – 11:30 am)

Next meeting: June 13, 2018

Attachments: ¹March 21, 2018 minutes; ²AR proposal for IRB functions (original, not updated);

³Assessment & Planning – Alignment & Timeline

Institutional Assessment Committee Minutes

March 21, 2018, 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, Eric Studebaker.

Call to Order: 10:05am

1. February 1, 2018 minutes approved as written.

2. Institutional Review Board (IRB)

- a. Goal: Draft language for AR/OP regarding survey approval

Eric and Dawn presented a draft revision of AR 010.003.000 “Data Publishing.”

Committee was advised that there are no IRB’s in place at any of the 17 Oregon community colleges; IRB’s are used more at the University level. This research, supported by Justin (IR) and based on the current CGCC structure, prompted the amending of an existing AR rather than the creation of a new AR. The goal was to not overcomplicate and to make sure that the AR does not add unnecessary restraints to individuals doing their job. At this time an OP has not been completed.

Revisions include:

- Title change to “Data Publishing and Collection”
- Responsible department and authority: Student Services/CSSO
- Placing authority for approval of request to access student data with the registrar
- The registrar serving as a liaison to the IAC

Extensive discussion ensued regarding the following:

- IRB purpose/function
 - Does the survey possess a risk to FERPA violation?
 - Will the survey data be internal or external?
 - Internal data does not need to be vetted
 - External data sharing requires vetting
 - Do the survey questions have a risk of adverse impact?
 - Most institutions that do not have an IR, default to the Registrar. If there is an IR department then the head of IR would then be the default.
- individual instructor may conduct surveys in their own class
- surveys exist that are not related to student records/data, for example the Business and Industry Survey – could change the title of the AR to “Student Data Publishing and Collection” – change 3rd paragraph to read “...student data publishing and collection requests”
- whether it is appropriate for a committee to have authority for approval or if it should always be an individual
- with the registrar having the approval authority, what role does the IAC have if any – suggested that the IAC would be a “sounding board” or an advisory group to the registrar when needed – suggested adding a clarifying sentence, “all other surveys

will go through IAC.” Suggested responsibilities of the IAC in regards to IRB functions:

- Check for duplication of surveys
- Review for general awareness
- Protect individuals
- Monitor for and avoid survey fatigue
 - Be responsible for those surveys that fall outside of the “Student Data Publishing and Collection” AR: Business and Industry survey, Community Partners survey, Employee survey
- Function as a training and support team for data collection
- Justin (IR) will be available to review the data collection process if necessary
- noted that the Curriculum and Assessment Department data does not go through the Registrar

Creation of a mirrored Non Student Data Publishing and Collection AR/OP delegated to Eric and Dawn

➤ Action Item: Eric and Dawn will update proposes Student Data Publishing and Collection AR, draft an associated OP, and write an AR/OP to address data collection/surveys/posting not related to student records/data.

b. Goal: Review proposed Course Selection Survey

Committee reviewed Zip Krummel’s proposed survey to be distributed in psychology and sociology courses. The IAC approved the Course Selection Survey for internal use; however, if the data is meant to be shared externally, it must return to IAC for oversight.

3. Future IAC work

a. Goal: Determine and prioritize IAC work for April, May and June

The following suggested topics were identified:

- Create a spreadsheet to track survey use and data
- Department Review
 - Review template
 - Provide training in completing the review for departments
- Core Theme committees: timing, data collection and analysis
- Create an IAC calendar
- Participants of the IAC: who comes, who needs to be added or dropped.
- The new president will be starting July 1st. What do we need to provide to the new president?
- KFA’s: history, function, and report out to the QC

Adjourn – 11:30

Next meeting: April 11, 2018; 10:00-11:30am; Board Room, Building 1, The Dalles Campus



Approval Date: MM/DD/YY
Effective Date: MM/DD/YY
Last Revised: 05/23/17

ADMINISTRATIVE RULE

Rule Number/Name:	010.003.000 – Data Publishing and Collection
Responsible Department:	Student Services
Authority:	Chief Student Services Officer

Overview

Student educational record data will be reviewed to ensure student confidentiality and accountable data stewardship before dissemination.

Applicability

College faculty and staff

Administrative Rule Statement

CGCC is committed to accountable data stewardship supporting the integrity of the institutional data within the student information system. Educational record data that makes it possible to identify individual students - including elements with fewer than seven data points - will be kept confidential. FERPA guidelines/standards will be followed.

The Registrar will approved requests for accessing student data and/or requests to collect data from students by individuals within and outside the college. This does not include surveys and data collected within a classroom setting.

The registrar will serve as the liaison to the instructional assessment committee for data publishing and collection requests.

Definitions

None.

Interpretation of Administrative Rule

Registrar

Cross Reference to Related Administrative Rules

010.003.000/Data Publishing Page 1 of 2

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None.

Further Information

Registrar's Office
registrar@cgcc.edu
(541) 506-6011

Strategic Direction

Core Theme A: Access, Core Theme B: Education, Core Theme C: Partnerships

Appendix

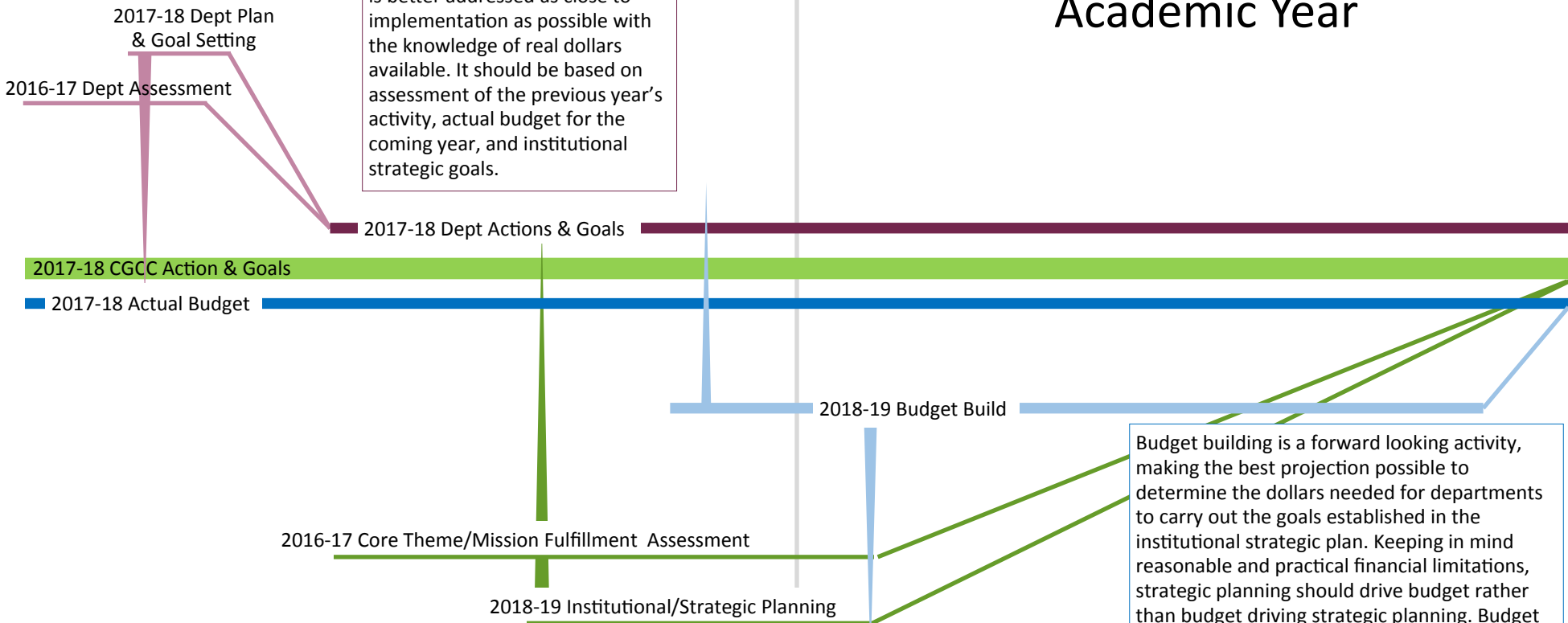
1. [CGCC Operating Procedure 010.030.001 – Instructional Outcomes Data Publishing and Collection](#)
2. CGCC Operating Procedure 040.018.001 – Course Outcomes Assessment Procedure
3. Institutional Assessment website <http://www.cgcc.edu/institutional-assessment>
(Links need to be updated for #1 and #2 when new OPs are posted)

Assessment & Planning Alignment & Timeline

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

2017-18 Academic Year

Department work represents “boots-on-the-ground” activity. Departments can be more flexible/nimble than the institution as a whole. Planning and goal setting for departments is better addressed as close to implementation as possible with the knowledge of real dollars available. It should be based on assessment of the previous year’s activity, actual budget for the coming year, and institutional strategic goals.



Institutional goals are more visionary than department goals. They may anticipate trends and eventualities for multiple years. As such, implementation of institutional goals may extend over multiple years as well. However, it is important to avoid setting goals that are so general that they carry over year after year after year. Institutional strategic planning and goals should be based on assessment of mission fulfillment as determined through Core Theme assessment and Department Assessment. Strategic goals should provide direction for departments in their determination of annual goals/action.

Budget building is a forward looking activity, making the best projection possible to determine the dollars needed for departments to carry out the goals established in the institutional strategic plan. Keeping in mind reasonable and practical financial limitations, strategic planning should drive budget rather than budget driving strategic planning. Budget build should be based on information gathered in Core Theme assessment of mission fulfillment. Budget build also necessitates that departments review current year goals and actions and make an estimation of progress toward their completion. As a result, departments begin to outline broad plans which will gain detail in the summer assessment and planning process.