

# Institutional Assessment Committee

May 9, 2018 10:00 – 11:30 am

Board Room, building 1, The Dalles Campus

## Agenda

1. Welcome
2. Amendments to April 11 minutes? <sup>1</sup>
3. Institutional Review Board (IRB) (10:05 – 10:40 am)
  - a. Goal: Draft language for AR/OP regarding survey approval <sup>2</sup>
    - 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 (10:40 – 10:55 am)
  - a. Goal: Create IAC calendar for May, 2018 – June, 2019  
Draft calendar document in IAC Team Drive:  
<https://docs.google.com/spreadsheets/d/1zKh9slYWDGNXvCgJdmBAqUr-HKRgIrfkKOMsc-F7axE/edit#gid=481177840>
    - Action Item from April 11: Provide benchmark/deadline calendar to Core Theme committees
    - Action Item from April 11: Susan and Kristen will resolve the November 15th data collection due date/prior year data usage issue
    - Action Item from April 11: Susan will send a calendar with the above dates to the IAC, requesting any feedback and additional dates or items
5. Department Review Training (10:55 – 11:10 am)
  - a. Goal: Confirm June date with QC
    - Action Item from April 11: John and Rose will confirm June QC meeting date and inclusion of ELT.
  - b. Goal: Design training agenda  
Review PowerPoint presentation from last year to determine revisions for this year.  
Presentation in IAC Team Drive  
<https://drive.google.com/drive/folders/OB5qOsPvyeMP8UXFRSTlobjR2TE0>
6. Core Theme Committees for 2017-18 Data Collection and Analysis (11:10 – 11:25 am)
  - a. Goal: Develop plan for reassembling Core Theme committees
  - b. Goal: Create a work plan and time line for CT committees
7. Wrap-up: Summarize Action Items and Next Steps (11:25 – 11:30 am)

Next meeting: June 13, 2018

Attachments: <sup>1</sup>April 11, 2018 minutes; <sup>2</sup>AR proposal for IRB functions (original, not updated)

## **Institutional Assessment Committee**

April 11, 2018, 10:00 – 11:30 am  
Board Room, Building 1, The Dalles Campus

Present: Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly (by phone), Susan Lewis, Gabriela Martinez Mercier, John Schoppert.

Call to Order: 10:08am

### **1. March 21, 2018 minutes approved as written.**

### **2. Institutional Review Board (IRB) – Postponed**

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

- 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.

Dawn and Eric were unable to attend today's meeting. Institutional Review Board will be revisited at the next IAC meeting.

### **3. IAC Calendar**

a. Goal: Create IAC calendar for May, 2018 – June, 2019

The committee views IAC key areas of responsibility and builds timelines around them.

#### **i. NWCCU visit - scheduled for April 2020**

- February 2019: team of 7 will attend NWCCU conference
  - Possible team: Dr. Cronin, Kristen Kane, Susan Lewis, John Schoppert, Eric Studebaker, Lori Ufford, faculty.
- Winter 2019: Standard group champions research and write report
  - Possible Key writers
    - Dr. Cronin, Lori Ufford – Standard 1: Mission, Core Themes, and Expectations
    - John Schoppert, Eric Studebaker – Standard 2: Resources and Capacity
    - Susan Lewis – Standard 3: Planning & Implementation
    - Susan Lewis, Kristen Kane – Standard 4: Effectiveness and Improvement
    - Dr. Cronin, Lori Ufford – Standard 5: Mission Fulfillment, Adaptation, and Sustainability
- January/February – format and print document
- February 1<sup>st</sup>/mid-March – mail document

#### **ii. Core Themes**

- May, 2018 - reassemble Core Themes committees
  - provide calendar benchmarks and deadlines for the committees
- October 1<sup>st</sup> – Core Theme data and analysis due
- October IAC meeting

- Review completed Core Theme document
  - Return document to specific committees for editing
  - November 1<sup>st</sup> – Final report due (to be used for strategic planning and budget build)
  - Note: November 15 data collection due date for degree outcomes results is too late to use the data for current years Core Theme document. It has been suggested that data from the previous year could be used or the November 15<sup>th</sup> due date could be changed. The November 15<sup>th</sup> due date change would require change in the AR/OP.
    - Action Item: Provide benchmark/deadline calendar to Core Theme committees
    - Action Item: Susan and Kristen will resolve the November 15<sup>th</sup> data collection due date/prior year data usage issue
- iii. **Department Review** 2018-19 will include Function Areas F-I; 2019-20 will include the entire assessment of Function Areas, A-I. Department Review is considered an institutional best practice. The information gathered from the review will be supporting documentation for Standard 2 of the accreditation report.
- June 5<sup>th</sup> Quality Council – Department Review training
    - It would be good to have ELT attending this QC meeting for this training. John and Rose will confirm the June meeting date and ELT inclusion.
    - Susan will lead training.
  - June, July, August – departments working on the review
  - August 15<sup>th</sup> or September 1 – Department Review deadline
    - The August 15<sup>th</sup> deadline would provide opportunity for the completed document to be presented at the fall All-Staff. Susan will check with Courtney to confirm the fall All-Staff date.
  - September IAC meeting – review document
  - October 1 – summary completed
    - Action Item: John and Rose will confirm June QC meeting date and inclusion of ELT.
    - Action Item: Susan will lead June QC Department Review training.
    - Action Item: Susan will check with Courtney about the Fall All-Staff date
- iv. **Strategic Planning:** the purpose of strategic planning is to inform the budget and direct planning.
- Summer, 2018 – Potential redesign of strategic planning process under the new direction of Dr. Cronin
  - October 1<sup>st</sup> – begin the process
- v. **Additional Calendar Items:**
- CCSSE / SENSE
  - Academic Assessment (student learning outcomes)
    - Action Item: Susan will send a calendar with the above dates to the IAC, requesting any feedback and additional dates or items.

**Adjourn - 11:05**

Next meeting: May 9, 2018; 10:00-11:30; Board Room, Building 1, The Dalles Campus



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

## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	010.003.000 – Data Publishing and Collection
<b>Responsible Department:</b>	Student Services
<b>Authority:</b>	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)