

**Institutional Assessment Committee**  
July 11, 2018, 10:00–11:30 a.m.  
Board Room, Building 1, The Dalles Campus

Present: Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly, Susan Lewis, Mary Martin, Gabriela Martinez Mercier, Tiffany Prince, Dawn Sallee-Justesen, John Schoppert, Eric Studebaker, Justin (by phone)

Call to Order: 10:00am

1. Susan welcomes IAC members to the first IAC meeting of the 2018-19 year.
2. May 9, 2018 minutes are approved.

3. Core Themes Work

- a. Goal: Resolve data gathering issues with Core Theme B Measures B2.7 and B2.8

<https://drive.google.com/drive/folders/OB5q0sPvyMP8TIF5NTA1RWN6XzA?ogsrc=32>

Kristen presented problematic Core Theme B measures.

- It appears B2.7 and B2.8 data is not being tracked at the college or state level. Discussion ensued regarding possible options to gather the numbers.
  - There is a possibility that employment (B2.8) numbers may be provided by:
    - CT Oregon employment numbers
    - Clearing House 2011 has provided these numbers in the past
    - Wage Match can provide this information for a fee (\$600 - \$1500)
    - Prizm will provide the Federal information. These numbers go through the HECC. It was suggested to inundate the HECC for this information.
    - We still have some CTE numbers from ECE, Nursing, Medical Assisting, and EM-Tech. While they are not hard numbers, they can provide some understanding of our placements. We can explain their limitations in the narrative.
  - CGCC has no data for the GPA transfers (B2.7). There is no statewide effort to gather GPA. GPA's must be gathered from the individual institutions.
- Brief discussion ensued about removing these questions from Core Theme B. The questions contain valuable information which would be advantageous to keep in Core Theme B. Conclusion supported by the institutional researcher.
- Kristen is good with keeping B2.7 and B2.8 in Core Theme B.
- **Action Item: Kristen will contact the HECC for any data they can provide.**

- b. Goal: Update on data collection and analysis work by CT committees – due Oct 1

Core Theme A – Lead Eric Studebaker

- Eric reported that the committee is doing really well.
- Areas of concern:
  - Changes will not be addressed until next year.
  - The narrative will be used to explain the concerns.
- ESOL, Community Ed, Child Care Partners are involved, waiting for Pre-College.
- Brief discussion on the use of FTE vs headcount. Headcount was used in the past. Thought that it may be more representative for the non-credit programming.

#### Core Theme B – Lead Kristen Kane

- Kristen reported that Core Theme B is in a good position. Responsibility has been delegated and committee members are on target.
  - B2.6 – Mike Taphouse will need to gather 2017-18 December numbers if we are staying on the same reporting cycle as last year’s Core Themes.
    - It may need to be footnoted that we are using 2017 graduates (2016 comparison to 2017 graduates)

#### Core Theme C – Lead Dan Spatz

- Danny and Gail reported that the committee has not met.
  - There are no requests for changes this year.
  - It was noted that if surveys are to be used as a tool, they need to be sent to industry partners soon.

Core Theme discussion ended with the clarification that the October 1<sup>st</sup> submission deadline is firm. The information that is submitted will be briefly edited and then published.

#### 4. Assessment Inventory (10:35–10:45 am)

- a. Goal: Review currency and completeness of IAC Assessment Inventory

<https://docs.google.com/spreadsheets/d/1x8xjGw99RwyM2c2wfHoeGzdyW4W93Y5xHJhYtXTIVug/edit#gid=1487078226>

##### **Student Profile Page:**

- Schedule survey has been completed.
  - Mary Martin will post the completed survey to the IAC team drive. It will not be made public.
- SENSE will be given 2018-19
- CCSSE will be given every 3<sup>rd</sup> year

The larger schools are talking about dropping SENSE and/or CCSSE; possibly both. The surveys are not required by the state. Be aware of this larger school movement just in case the larger schools no longer participate. This move could impact the CGCC price break.

Brief discussion ensued on the value of CCSSE. It provides a comparative of national benchmarks. It is a very clear cut way of showing our accrediting body that we are self-assessing. The price is right. Student Services shares the results with the college. It can provide some direction for areas of needed improvement.

- Student Profile we are moving away from the Student Profile to Facts-at-a-Glance. The Student Profile needs to be removed.
- JED survey needs to be posted or we can add Shayna Dahl as the contact person. The results will be available in November. CGCC is committed to 7 years of this type of survey.
- New survey suggestions. It was noted that these will not be added to the assessment inventory until they are conducted. The inventory reflects actual, current assessment results.
  - Graduation Exit survey discussed as a possible new best practice.
  - Dual Credit one-year and four-year surveys will be needed.

Institutional Researcher has no additional suggestion. All looks reasonable.

### **Institutional Page:**

- Transfer Playbook Assessment Questionnaire – Even though few people fill it out, it should be kept; possibly it will be reenergized.
- D4A official numbers are available. D4A term summary report needs to be added with a link to DataMart. The report can be done quarterly and monthly.
- Post VFA report, cautious with the accuracy of the numbers.

### **Academic Page:**

- Annual Library Survey, keep.
- Summary Report of the Library, remove.

Institutional Researcher has no additional suggestions. All looks reasonable.

### **Community Partners page:**

- Complete and fine as is.

Brief side discussion ensued regarding survey tools such as Qualtrix, and their funding source. There is a possibility that all surveys could be funded from the Curriculum and Assessment Department (CAD) budget. It would be good to discuss the survey tools (Wufoo, Survey Monkey, Qualtrix) being used, their purpose, efficiency, and if all are necessary tools.

- Action Item: Mary Martin will post the schedule survey to the IAC team drive, not for public viewing.
- Action Item: Remove Student Profile from website and replace it with Facts-at-a-Glance. (be sure links are not an issue)
- Action Item: Add D4A term summary report, link to DataMart
- Action Item: Post VFA report.
- Action Item: Remove Summary Report of the Library
  
- Future Agenda Item: Graduation Exit survey as new best practice.
- Future Agenda Item: Dual Credit survey

## 5. IAC Self-Assessment/Review (10:45–11:10 am)

- a. Goal: Evaluate 1<sup>st</sup> year's work and make revisions as needed
  - IAC has value
  - Efficiency is important
  - Department Review, Core Theme, Institutional Assessment and Strategic Planning, we provide the planning data and have it available for planning.
  - Website is up to date and available

- b. Goal: Determine future projects

<https://docs.google.com/spreadsheets/d/1zKh9slyWdGNXvCgJdmBAqUr-HKRgIrfkKOMsc-F7axE/edit#gid=481177840>

- Data is available we need to make it a goal to get it out to the public.
- Membership
  - More faculty representation on the IAC would be beneficial. Adjunct faculty require paid time for IAC work. Mary will check with the

Instruction budget to see if funding is available for an adjunct faculty member to be on the committee.

- Discussion about current members with scheduling conflicts and unable to attend the meetings.
  - Student Service has sufficient representation so are willing to remove Tama from the membership due to inability to attend meetings because of scheduling conflicts.

- Action Item: Mary will check with the Instruction budget to see if funding is available for an adjunct faculty member to be on IAC.
- Action Item: Remove Tama from IAC membership.
- Future Agenda Item: Removing KFA's

6. IAC Charter Review (11:10– 11:25 am)

- a. Goal: Revise Charter as needed

[https://docs.google.com/document/d/1xehpKLTtmKYUwq2EgtB81rRTkQoDI-Sag8tM\\_QmGbE/edit](https://docs.google.com/document/d/1xehpKLTtmKYUwq2EgtB81rRTkQoDI-Sag8tM_QmGbE/edit)

Upon review of the IAC Charter the committee is in agreement with all areas of the Charter except for the following two areas:

- **Purpose/Responsibilities**
    - The IAC does not function as an Institutional Review Board; “f) Perform the functions of an Institutional Review Board.” Agreed to remove line from Charter.
  - **Reporting**
    - Brief discussion ensued regarding who the IAC reports to, “The Committee shall report to the Quality Council on its activities and any recommendations.”
    - It was determined that the IAC will wait for the new president’s direction in this matter.
- Action Item: Remove the following from the IAC Charter: “f) Perform the functions of an Institutional Review Board.”
  - Future Agenda Item: Should the IAC continue to report to the QC?

7. Meeting adjourn at 11:40am

Next meeting: August 8, 2018