Institutional Assessment Committee

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

Agenda

1. Welcome

2. Amendments to May 9 minutes? [1]

3. Core Themes Work (10:05 – 10:35 am)
   a. Goal: Resolve data gathering issues with Core Theme B Measures B2.7 and B2.8
      https://drive.google.com/drive/folders/0B5q0sPvyeMP8TlF5NTA1RWN6XzA?ogsrc=32
   b. Goal: Update on data collection and analysis work by CT committees

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

5. IAC Self-Assessment/Review (10:45 – 11:10 am)
   a. Goal: Evaluate 1st year's work and make revisions as needed [2 & 3]
   b. Goal: Determine future projects [4]
      https://docs.google.com/spreadsheets/d/1zKh9slYWDGNXvCgJdmBAqUr-HKRgIrfkK0Msc-F7axE/edit#gid=481177840

6. IAC Charter Review (11:10 – 11:25 am)
   a. Goal: Revise Charter as needed [5]
      https://docs.google.com/document/d/1xehpKLTtmKYUwq2EgtB81rRTkQoDI-_Sag8tM_QmGbE/edit

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

Next meeting: August 8, 2018
Attachments: [1] May 9, 2018 minutes; [2] First Year's Activities; [3] Committee Self-Assessment Template; [4] Assessment Calendar; [5] IAC Charter

Present: Danny Dehaze, Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin, Tiffany Prince, Dawn Sallee-Justesen, John Schoppert, Eric Studebaker, Justin Smith (phone)

Call to Order: 10:03 am

1. **April 11 minutes approved as written**.

2. **Institutional Review Board (IRB)**
   a. Goal: Draft language for AR/OP regarding survey approval
      Dawn, Eric and Danny presented the IRB AR and OP "Data Publishing and Collection". Much discussion ensued.
      - Nothing changed in this draft of the AR except paragraph two in the Administrative Rule Statement "this does not include surveys and data collected by the office of instructional assessment". Another option would be to clarify that this does not include surveys already being done as part of a job.
      - 'pending such concerns' in the last paragraph under Non-Educational Records allows for the IAC to have flexibility; until resolved is implied.
      - The authority of the IAC is in question in the last paragraphs
      - The nature of the IAC is a form of shared governance in that there are representatives from multiple departments providing an institutional perspective. Student assessment, surveys and survey purpose have bearing on multiple departments as well as individual job descriptions. When a significant issue crosses between multiple departments, is it better monitored by a cross-departmental committee than an individual?
      - Timeliness will be addressed in a definite process.
      - Efficiency should have a single point of entry
      - Anonymity is the key to student records
      - Justin gave a brief overview of the Linn Benton IRB process. The surveys are vetted by a two-person team; Justin and the vice president of Student Services who oversees the registrar. Justin's focus is on outside requests.
      - Who will bring the survey request to IAC? The person responsible for the survey will contact the IAC, if IAC is the starting point. If the registrar is the place to start, then it goes directly to the registrar and the registrar makes the decision.
      - The committee did not reach a unified agreement on the AR/OP at today's meeting. Issues remaining:
        - Monitoring number of surveys and the issue of survey fatigue –

responsibility of tracking survey delivery/use
- Outside vs. inside requests
- Timeliness of response to survey requests
- Shared work – shared responsibility – shared governance/decision making

o Eric and Dawn are done working on the AR/OP. Hours of work have been given to this project, possibly midsummer would be a time to reengage.

Dawn leaves at 11:00am

Action Item - Danny will create a list of what cannot be included in a survey (such as IP addresses)

3. **IAC Calendar**
   a. Goal: Create IAC calendar for May, 2018 – June, 2019 Draft calendar document in IAC Team Drive: https://docs.google.com/spreadsheets/d/1zKh9slYWDGNXvCgJdmBAqUr-HKRgIrfkK0Msc-F7axE/edit#gid=481177840
   Susan presented the 2019 IAC Google Doc draft calendar located on the IAC team drive.
   - Additional entries: SENSE
     o The deadline for administering 2017-18 SENSE has passed. Oregon has been given special permission to have the 17 colleges administer SENSE spring term 2018. Sense will be administered at CGCC next week.
   - Susan and Kristen resolved the Program Outcomes data collection deadline conflict – it can be completed by September in order to include in Core Theme assessment
   - Budget review may be moved up, per a board meeting comment. This could be problematic for assessment and strategic planning as it shortens the time before budget build.
   - Strategic planning will be directed by the president, possibly occurring in October and November.

4. **Department Review Training**
   a. Goal: Confirm June date with QC
   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/0B5q0sPvyeMP8UXFRSTlobjR2TE0
   - Committee to review the online training PowerPoint and let Susan know of any suggestions for the presentation.

Action Item: Susan will present the Department Review training session to the QC on June 5.

5. **Core Theme Committees for 2017-18 Data Collection and Analysis**
   a. Goal: Develop plan for reassembling Core Theme committees
   b. Goal: Create a work plan and time line for CT committees
      - Reassembling should take place in May
      - Core Theme leads
         o Core Theme A – Eric
         o Core Theme B – Kristen
         o Core Theme C – Dan
      - Suggestions for building an effective Core Theme committee:
         o Areas need to have greater representation from the appropriate areas reflected in the measures of the CT, not exclusively IAC members
         o Committee members need to be responsive and engaged individuals, actively participating on the committee
         o Leads should delegate responsibilities
      - Now is the time to make any needed changes to the measures and/or targets. All measures/target revision proposals need to be brought to IAC by the July meeting. Please submit any changes to Susan prior to the July meeting.

   Action Item: Kristen will provide Susan with the changes for measures in Core Theme B for the June 13th meeting agenda

6. **Student Government Survey**

   Eric presented a new survey that Student Government would like to attach with the 2018-19 Student Government elections.
   - About the Survey:
      o To be done in Qualtrex
      o Confidential
      o May be published
      o Will be sent to students enrolled in spring term 2018
      o Students may only vote once
   - Questions:
      o Why is 17-18 government asking questions for 18-19
         ▪ It could be an incoming student guiding/planning document
         ▪ We do not know why the Student Government is asking these questions
      o How can the questions be separated? Qualtrex has that ability
   - Conclusion
      o The questions cause no damage to the students

Susan calls for objections or concerns. There are no objections or concerns.
The IAC supports this survey.

Adjourn – 11:32am
Next meeting: June 13, 2018

Institutional Assessment Activity

May 16, 2017 – May 9, 2018

Completed or Ongoing Annual Activities

1. Committee formation
    a. determination of scope/mission/purpose/membership
    b. accountability to Quality Council
    c. charter developed and approved
2. Created Assessment & Report Inventory
3. Updated Website and did ongoing maintenance
4. Department Review
    a. Updated assessment template
    b. Provided training and support to department leads
    c. Reviewed and compiled summary document
5. Core Theme Assessment
    a. Formation of Core Theme Committees
    b. Review of proposed changes to CT matrix
    c. Wrote AR and OP for the revision of Core Themes
    d. Monitored CT Committees and CT data collection and report completion
    e. Compiled committee reports into single document
6. Institutional Assessment and Strategic Planning Summits
    a. Provided data documents and presentations including:
        i. Core Theme data and analysis and implications for mission fulfillment
        ii. Department Review Summary
        iii. CCSSE summarization
        iv. Current Strategic Master Plan with updated progress information
    b. Provided meeting leadership and guidance
    c. Organized notes and provided information regarding potential budget and resource impacts of proposed actions

Pending or Unresolved Activities

1. IRB functions and monitoring surveys
2. KFA purpose and alignment with Core Themes

Committee Self-Assessment

Committee Title: Institutional Assessment Committee

Charter #:

Committee's Mission/Purpose:

The purpose of the Committee is to collaboratively foster the college wide integration of assessment, planning, and research in order to encourage the continuous improvement of academic programs, academic and student support services, and administrative services at CGCC.

The Committee shall:
   a) Build capacity for assessment and continual, data-driven improvement.
   b) Provide guidance, training and support to all college departments in the development and integration of assessment activities.
   c) Provide institutional data and findings from research and assessment to support institutional planning processes and decision-making.
   d) Be a repository for college assessment data, analysis, and reporting.
   e) Synthesize CGCC assessment activities and provide institutional review regarding quality of service and mission fulfillment.
   f) Perform the functions of an Institutional Review Board.

Committee Members:

Susan Lewis (Chair), Tama Bolton, Danny Dehaze, Gail Gilliland, Kristen Kane, Rose Kelly, Mary Martin, Gabriela Martinez Mercier, Tiffany Prince, Dawn Sallee-Justesen, John Schoppert, Dan Spatz, Eric Studebaker, Lori Ufford

In the last year, how did the committee fulfill its Mission/Purpose? (Please provide specifics. I.e., what, when, and results):

Improvement ideas for the next year:

Submitted by: **Date:**

Activity	2018								2019
	May	June	July	August	September	October	November	December	January
NWCCU 7-Year Self-Evaluation Report and Campus Visit									Form steering committee
Department Review		Training for QC and ELT at June 5 QC meeting	Departments working on reviews		* 9.1.18 DR deadline * IAC meets to review and summarize	* 10.1.18 IAC DR summary due * IAC Report out at All Staff training			
Core Theme Assessment	* reassemble CT committees	* CT committees enter requests for any revisions for 2018-19	Gather CT data and write analysis			* 10.1.18 CT matrix and narrative due to IAC * IAC Review and return to committees for any needed editing * IAC Report out at All Staff training	* 11.1.18 Final CT report due for use in strategic planning and budget build	* CT committees enter requests for any revisions for 2019-20	
Academic Assessment		Gather Program Outcomes and CLO data	Gather Course Outcomes data		* Provide data and analysis for CT * Present CLO results at Faculty Inservice	October 1 Course & CLO Outcomes report due			
CCSSE / SENSE	administer								
Strategic Planning			Develop SP strategy for 2019-20			Implement strategic planning			Budget build

Activity	February	March	April	May	June						
NWCCU 7-Year Self-Evaluation Report and Campus Visit	Self-Evaluation Training in Seattle	* Form Standard writing teams * Determine writing strategy	Begin data research and writing process								
Department Review					Training for QC and ELT at June QC meeting						
Core Theme Assessment				* reassemble CT committees	* CT committees enter requests for any revisions for 2019-20						
Academic Assessment			Program Review report outs due at Faculty Inservice		Program Review final reports due						
CCSSE / SENSE											
Strategic Planning											

Institutional Assessment Committee
June 14, 2017

Establishment and Authority

The Institutional Assessment Committee is a working committee established by the president.

Purpose/Responsibilities

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Committee Composition and Governance

1) *Membership* – open membership, individuals responsible for ongoing assessment activities sought, broad college representation encouraged
2) *Leadership* – committee chair: director of curriculum & assessment
3) *Meetings* – meetings scheduled at least once per month or as needed
4) *Voting* – by consensus

Reporting

The Committee shall report to the Quality Council on its activities and any recommendations.

Review and changes to the Charter

The Committee shall review this charter on an annual basis and recommend any changes to the president.

Requestor

Name: Susan Lewis, director of curriculum & assessment

Approved June 14, 2017

Dr. Frank K. Toda – president