

Institutional Assessment Committee
September 12, 2018, 10:00 – 11:30 am
Board Room, Building 1, The Dalles Campus

Present: Gail Gilliland, Susan Lewis, Mary Martin, Gabriela Martinez Mercier, Dawn-Sallee Justesen, Eric Studebaker. Guest: Shayna Dahl

Call to Order: 10:00am

1. August 8, 2018 minutes approved
2. Shayna Dahl presented JED Campus information
 - a. CGCC received a substantial grant from the JED foundation and became a JED Campus in 2018.
 - i. Brief background; the JED foundation provides suicide and mental health support on college campuses.
 - ii. The grant requires a Healthy Minds Study to be done in the 1st and 4th year of participation. Shayna will be administering the Healthy Minds Study this October/ November or early winter. It will be distributed on line using Qualtrics. A copy of the questions is available from Shayna
 - The CGCC questionnaire will include the seven modules and selected custom questions
 - Participation strategies were discussed
 - Raffle, Drawing, Party, Food during the survey, Dave's pizza and drink coupons for completers, budget for these could come from Student Government and the Access and Diversity Committee
 - Survey fatigue needs to be considered. SENSE will be administered in October.
 - October 10th is World Mental Health Day
3. IAC/QC Discussion Regarding Charter and Committee Status
 - a. Goal: Update on QC recommendations to PC regarding status of IAC as a subcommittee and revisions to IAC Charter.

Susan presented the revised charter to QC. The updated charter has been approved by QC, but needs PC final approval.
 - b. Goal: Decision Regarding Faculty Recruitment for IAC

Extensive discussion ensued regarding faculty recruitment for IAC

 - At this time Instruction does not have any additional funds available for faculty/adjunct faculty members, per Mary Martin.
 - Faculty availability is governed by scheduling.
 - Due to the nature of the college reorganization, committee members may be appointed rather than requested to volunteer.
 - It would be advantageous to let the CAO or President know that faculty would

be beneficial on the IAC.

- Holes in IAC membership need to be presented to the CAO and the PC
- Make faculty aware of which committees need faculty participation.
- Consider changing the charter wording to address the need for faculty participation; “move from an open” to “a purposeful selection or “with group”
- Instruction should request more money for budgeting faculty/adjunct faculty for committees

Discussion tabled until there is more information regarding committee restructure guidelines.

c. Membership

Susan announced that Rose has resigned from the IAC. Due to lack of participation over the last year, it is uncertain whether Lori and Tiffany will continue as IAC members. Lori was listed on the committee list, but Tiffany was not.

- Action Item: Susan will check with Lori and Tiffany to see if they will continue membership on the IAC.
- Future Agenda Item: Faculty participation on IAC

4. Core Themes Work

- a. Goal: Update on data collection/analysis work by CT committees (deadline October 1)
- Core Theme A – on track – Eric has data from Justin
 - Core Theme B – on track
 - Core Theme C – on track

5. Status of Review/Summarization of 2017-18 Department Review reports

- a. Goal: Update on outstanding reviews and on initial read of completed reviews.

Susan reported that all 2017-18 Department Reviews have been submitted with the exception of Instruction, ITS and Facilities. Susan will review the Department Reviews later.

- Instructional Services: in process of being completed
- Facilities and IT: Susan will send an e-mail to Jacob and Danny asking if these departments will be submitting reviews this year
- Action Item: Susan will send a reminder to Jacob (cc the President) to complete the 2017-18 Facilities Department Review.
- Action Item: Susan will read the Department Reviews and prepare the summary report for IAC review at October meeting.

6. October 10 IAC Meeting Date Conflict

- a. Goal: Decision on changing October meeting date: possible new date October 3

The IAC agrees to reschedule the October 10th meeting to Oct 3rd due to scheduling conflict with the GEEKS Summit and ERP meetings. Eric will bring snacks. The meeting

will run from 10:00 am to noon. Discussion will be centered on Core Themes and Department Review Summary.

➤ Action Item: Move IAC to Oct 3rd 10:00 a.m. to noon.

☒ Action Item: Eric will bring snacks

7. Dual Credit Assessment

- Eric requested the Curriculum and Assessment Department provide assessment for required Dual Credit assessment.
 - i. Surveys needed: 1 year and 4 year alumni, end of term, end of year
 - ii. Evidentiary audit will be spring 2020
 - iii. Susan will research Dual Credit and the possibility of the CAD providing assessment for Dual Credit. The earliest CAD could come on board would be winter term 2018.
 - iv. Eric will send Susan the Oregon Sponsor Dual Credit link
 - Action Item: Susan will research Dual Credit and availability of CAD providing the assessment.
 - Action Item: Eric will send Susan the Oregon Sponsor Dual Credit link.

8. NWCCU training in February/March

- Group of 7 will be attending the NWCCU training meeting February 2019 (President, CAO, CSSO, DCA, CFO, John Schoppert, Kristen Kane is initial draft list)
- Accreditation visit will be April 2020

9. Presentation on "The Cube" (Eric/Justin)

- a. Goal: Introduction to the Linn-Benton dashboard for CGCC assessment
Discussion tabled due to lack of time.

10. Adjourn 11:00 a.m.

Next meeting: October 03, 2018