

## Institutional Assessment Committee Minutes

October 3, 2018, 10:00 am – Noon  
Board Room, Building 1, The Dalles Campus

Present: Gail Gilliland, Kristen Kane, Susan Lewis, John Schoppert, Eric Studebaker.

Call to Order: 10:00 am

1. September 12 minutes approved as written.
2. Review/Summarization of 2017-18 Department Review reports
  - a. Goal: Approve Department Review Summary
    - 1) The six submitted Department Reviews are posted on the Google Team Drive.
    - 2) Thoughts on the 2017-18 review:
      - Departments have intentionally not been mentioned in the summary
      - Brief discussion on “communication” function area – responses were mostly lists of ways that departments were communicating without analysis on whether the communication was successful or not
        - Review the template to include specific prompts that encourage departments to address 4 areas of communication: with customers, internal, cross-departmental, and with external partners and agencies
      - “New Goals” needs additional commentary
      - Kudos to Student Services and Child Care Partners for their reviews
      - Grammar corrections: pg 2, 3<sup>rd</sup> sentence; pg 3 function H, 1<sup>st</sup> sentence
      - IAC approves the Department Review Summary as far as it has been completed. Appreciates Susan’s work to summarize an array of reports.
3. Core Themes Review
  - a. Goal: Review and accept Core Theme matrix data and narrative analysis
    - 1) Core Theme A matrix – Lead Eric
      - Contributing members of Core Theme A will have their contributions turned in by Wednesday, Oct 10<sup>th</sup>. Eric will submit the Core Theme A by Wednesday, Oct 17<sup>th</sup>.
      - A3.1 Race is looked at, not age. Questions on whether we should be including more categories.
      - A3.2 Pell grants decrease due to great economy; because of this impact possibly the measure should be recalculated, having aspirational goals with building goals beneath.
      - Eric would like to use this report to present to the CGCC Board of Ed
      - The IAC may change the targets on its own. The Core Theme A department needs to bring suggestions for change to the IAC for approval.
      - Look into changing the use of FTE for next year as a measurement – some measurements are better reflected by head count.
      - Consistently high results may indicate that targets too low for some

measurements.

- It is okay to revise a target mid-cycle even with the NWCCU review coming up. It shows good assessment practices if something is not working.

2) Core Theme B – Lead Kristen

- Since we are currently unable to obtain the GPA of recent graduates in their first and second years at university, we could substitute this measurement for now with the GPA of CGCC transfer students upon graduation at CGCC.
- Prizm appears to be useless. Its information is outdated; “measures displayed may be lower than actual measures.” Students exit numbers do not make sense. IAC is in agreement to not include the Prizm information. Kristen will remove it from the Matrix and include an evaluation of the process in the Analysis.
- Gainful employment requirements may provide useful targets for measurements regarding graduate’s employment.
- IAC is in agreement that the use of year-old data may be necessary and would be considered acceptable if narrative includes a clarification regarding its currency and relevance for current assessment of mission fulfillment.
- Similarly, when there is no other data, anecdotal data is acceptable as well as long as it is explained in the narrative.

3) Core Theme C – Lead Dan

- Dan was not available to present Core Theme C
- A Business and Industry Partners survey is needed to complete the matrix

4. November 14 IAC meeting date conflict: Change to November 7

- a. Meeting changed to the 7<sup>th</sup>
- b. An invitation will be sent out to the IAC

➤ **Action Item: Reserve Boardroom and send out November 7<sup>th</sup> meeting change invitation**

Adjourn 12:00 pm

Next meeting: November 7, 2018