

Institutional Assessment Committee

November 07, 2018, 10:00 – 11:30am

Board Room, Building 1, The Dalles Campus

Present: Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin, John Schoppert, Eric Studebaker, Lori Ufford.

Call to Order: 10:05am

1. Susan welcomes members
2. October 3, 2018 minutes approved as written.
3. 2017-18 Department Review Summary
 - a. Goal: Approve Department Review Summary final draft

Areas of discussion included:

- Communication: It was noted that DR responses focused on the method of communication with little if any analysis of whether the communication methods were effective. It also appears that some departments thought that the function area should only address internal department communications. For clarification, it was suggested that the directions list the four primary groups with whom departments communicate: customers, internal staff, cross-departmental staff/faculty, and external partners. Function F is Communication & Coordination, however, little is written regarding coordination. A better description might help with this as well.
- Linking to Strategic Plan and Core Themes: Only two departments listed how their goals linked to the SMP and CT. Critical in the coming year that we develop strategies for linking assessment with planning. DR will be a significant component of this. New SMP software may help in this.
- Dissemination of summary to college:
 - Review DR Summary with Leadership Council. Broad representation that can discuss and work to resolve any identified concerns. Next meeting is 11/15. Suggested that it may need to be introduced at the November meeting and then discussed at the December meeting, giving LC members a chance to read the summary.
 - Present at All Staff Training: this would be an opportunity to share with general college community.
 - Summary will be posted on the assessment web pages.
- Thank you to Susan for the work on the summary

Department Review Summary is approved by the IAC.

- Action Item: Susan will post the summary on-line and send it to Dr. Cronin
- Action Item: Susan will ask Tiffany to put the Department Review Summary on the Leadership Council agenda and will present it at the Leadership Council
- Action Item: Susan will approach Courtney about including DR Summary presentation at All Staff

4. Core Themes Review

a. Goal: Review Core Theme matrix data and narrative analysis

(Lori leaves at 10:50 am)

- Core Theme C review - Rubric
 - C1.1 needs better definition/clarification
 - Results questioned for accuracy – concern that the number wasn't calculated the same as previous years
 - The IAC would like to have CT-C Committee Include a table or chart in the narrative to explain how the result is achieved, the breakdown of the total number
 - C1.2 – C1.4 last year's numbers should be entered rather than entering NA
 - Make a note that these are previous year numbers and why
 - The Committee has concern about the ongoing difficulty with gathering accurate and meaningful data for this CT. Decided that an IAC meeting should be dedicated to review, revise and update Core Theme C; priority that Dan will be present
- Core Theme A – (Primary review took place during the 10.03.18 IAC meeting)
 - A1.1 Suggested that the measure leave SBDC out due to small numbers. Either eliminate SBDC or add an entirely different measure. If the SBDC classes are non-credit, they shouldn't be listed in this section. They should be entered in A1.3.
 - A.1.2 Information related to ESOL should include explanation in the narrative of other options available in the community, such as free classes, that may impact enrollment.
 - The narrative should include a chart or table in the *description of results* for a breakdown of non-credit numbers
 - A.1.3 Non-credit offerings need a breakdown in the analysis
 - Suggested that career advising sessions might be included here as well
 - Currently, CCP, SBDC, Customized Training, and AHA are lumped together; however, they vary greatly in their enrollments
 - The narrative should include a chart or table in the *description of results* for a breakdown of non-credit numbers
 - A.2.1 Dual Credit opportunities
 - The college's recent increase in dual credit offerings indicates that the targets should be reconsidered and probably recalculated. At some point dual credit will expand and then it will plateau; however, currently it is in a rapidly expanding phase.
 - A.3.2 Underserved
 - Absolute target is needed, not a percentage target, to reflect a reasonable expectation for the college. The percentage target was useful when we were in a growing stage. No longer an accurate reflection of our enrollment of underserved populations.
 - "Underserved" needs to be defined in the analysis, not a new measure
 - A.3.3 Suggested that the demographics of faculty and staff should be included. This

information was included here previously but was removed because it represents and action rather than an outcome.

(11:15 am Eric leaves)

- Core Theme B
 - Missing data (B2.1 and B2.6) waiting for IR person to deliver data
 - Mike's information that he is gathering (B2.1 and B2.6) will be using 2017-18 data
 - B2.3 GED numbers wording needs to be clarified/better definition
 - Last year's numbers were calculated differently than this year. The measure should be a reporting on test sections attempted/passed. The data pulled for this year appears to be on GED class sections completed. Revision of data needed.
 - B.2.4 Dev Ed completions – suggested that the analysis needs to include how students get into WR 90, Dev Ed and Dev Ed Math.
 - B.2.7 Suggested that next year we look at retention rates at university and document in the analysis
 - B3.2 Program outcome achievement – Individual programs have the potential to be lost. It would be advantageous to track by chart or table in the analysis.
 - Future Agenda Item: dedicate meeting to review Core Theme C rubric. Goal will be to ensure that the rubric measures are assessable and meaningful.
 - Action Item: Susan will notify Dan regarding the inclusion of a table in C1.1.
 - Action Item: Susan will notify Dan regarding the inclusion of last year's numbers in C1.2-4 and the need for accompanying explanation.
 - Action Item: Eric will add a chart or table on the analysis for an ESOL breakdown.
 - Action Item: Eric will meet with Core Theme A members to review and reevaluate targets for A2.1, A2.2, & A.3.2.
 - Action Item: B2.3 Mary will check the GED data and then write an explanation if there is an error.
 - Action Item: B.3.2 Kristen will add a table for this analysis.
- b. Goal: Approve final version of 2017-18 Core Theme assessment (postponed until December meeting in order to complete action items)

5. Survey Monitoring/Approval Revisited (tabled due to lack of time)

- a. Goal: Determine if the IAC will review proposed surveys and provide official or unofficial feedback
- b. Goal: Determine if the IAC will track survey distribution in order to try and avoid duplication and potential survey fatigue

6. Adjourn 11:39am

Next meeting: December 12, 2018