

Institutional Assessment Committee

March 13, 2019, 9:30am – 11:00am

Board Room, Building 1, The Dalles Campus

Present: Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin, Dawn Sallee-Justesen, Justin Smith (phone).

Call to Order: 9:30 am

1. Susan welcomes members
2. February 21, 2019 minutes approved as written.
3. March 22 Planning Meeting organization
 - Goal: Finalize meeting materials
 - Goal: Finalize meeting agenda and confirm individual presenters

Materials are located on the Google Team Drives in Institutional Assessment Committee.

- **Core Themes** Justin complimented IAC with their Core Themes efforts. CGCC is assessing and consistent. This is a win
- **Agenda**
 - Extensive discussion ensued regarding Core Theme A presentation. The Vice President of Student Services has resigned and will not be attending the meeting.
 - IAC agrees Dawn should present:
 - Core Theme A
 - CCESE summary,
 - Enrollment Research?
 - Lori is currently scheduled to present Enrollment; however, Mary thinks Lori would prefer to have Dawn present it.
 - Brief headcount enrollment discussion with Justin. Should we use FTE or headcount? Acti codes are accessible for 5 years. Headcount is not a good indicator of “our” enrollment, it takes into account American Heart Course and other non-credit courses. FTE tells academics.
 - Susan would like to see the 5th slide broken down showing returning and new students. – Susan asks Justin to break down slide 5 to include both returning and new student data. He thinks this may be doable.
 - ABS chart should not be included in enrollment presentation
 - Lori needs to work with Dawn to condense Eric’s original presentation to fit within the 15-minute time frame.
 - Kristen will present Core Theme B and talk about outcomes
 - Each Core Theme will have 20 minutes
 - Tables will be assigned by colored tables and nametags with dots. 6 tables, 2 flip

chart papers on each table

IAC agrees that agenda is good

- **Table of Contents** –
 - Enrollment Data –
 - SENSE – Done Fall 2018
 - Per Justin the SENSE results was sent out a couple weeks ago
 - Mary will find these results and send to Susan
 - CCESSE – 2017 document that Susan has
 - FTE Chart
 - Unemployment chart
 - Headcount chart
 - Find a place for Department Review

Dawn arrives at 10:20

- Dawn wonders if the Voluntary (VFA)... report would be a good addition. Justin thinks the report may derail the conversation. Susan is concerned about its use at the Planning Summit Dawn will check into the document. Susan would like us to use the VFA document as data for Core Themes results and then use Core Themes as our driver in institutional planning.
- No community members are coming. However, the board will be there as the community representative.
- Susan will update last year's welcoming letter.
- Institutional Planning Chart – Susan will leave certain boxes blank
- Dawn's presentation responsibilities:
 - Enrollment – Lori will work with Dawn to do this presentation
 - Core Theme A (20 minutes) – review Eric's presentation
- Lori's presentation responsibility
 - CCSSE & SENSE
- Susan will bring chocolate

Table facilitation – Tables can pick their own facilitators – Susan reviews for Dawn: 6 tables with assigned seating using colors to identify which table to join

- Each table identifies at least 4-5 institutional goals, more is good
- Put on board task at hand and any definition
- Susan will squeeze time out of hour breakout for instructions
- Each table identifies a facilitator and a scribe

- Action Item: Justin will recreate the 5th Enrollment slide in Eric's PowerPoint to include a breakdown of new and returning students – FTE instead of headcount.
- Action Item: Ask Lori to work with Dawn on the Enrollment presentation.
- Action Item: Mary will send Susan most recent SENSE and CCSSE reports

4. IAC Membership

- Goal: Ensuring coverage with loss of membership
 - Lori – still wants to be involved

- Dan – comes when he can
- Student Services additional rep – let's wait and see what is going
- Faculty? 1 full time, 1 adjunct? Mary will ask again about load and pay for adjunct
 - Dan Ropek (FT)
 - Pam Morse (FT)
 - Emilie Miller (FT)
 - Kristen Booth (ADJ)
 - Katie Jablonski (ADJ)
 - Gretchen Gebhardt (ADJ)
 - Rob Kovacich (FT)
- Potential non-faculty
 - Mary Kramer
 - Courtney Judah
 - Jacob Toda
 - Gabriela Martinez-Mercier

➤ Action Item: Mary will check on availability of adjuncts in regards to load and pay

5. College Now Survey – Dawn added to agenda

One year and four-year follow-up survey are required. The one-year survey will need to be set up soon. Dawn is meeting with Stephen and Mary.

➤ Future Agenda Item: College Now Survey

6. Adjourn 11:00am

Next meeting: Institutional Planning Summit – March 22, 2019; Next IAC meeting – April 10, 2019