

Institutional Assessment Committee Minutes

Wednesday, May 8, 2019, 10:00 am – 11:30 pm
Board Room, building 1, The Dalles Campus

Present: Susan Lewis, Kristen Kane, Mary Martin, Dawn Sallee-Justesen

Call to order: 10:05 am

1. Susan welcomes members
2. April 10, 2019 minutes approved as written
3. IAC Membership

- a. Goal: Provide membership update

Susan reported that no action has taken place regarding recruitment of membership. The April 10 action item will carry forward.

- Action Item from April 10: Susan will contact faculty and staff identified at March meeting to see if they are interested and available

4. Department Review Template

- a. Goal: Updated Department Review Template and Training Presentation

<https://drive.google.com/drive/folders/OB5q0sPvyeMP8UXFRSTlobjR2TE0>

<https://docs.google.com/presentation/d/1Lr3vBO1yUjOPNn0HHUG2WrCwXt6vl97e9ePwA0X0rs/edit#slide=id.p1>

Committee reviewed Department Review Template for 2019 as well as the training presentation for Leadership Council on May 15.

Reviewed proposed changes made to the template for the summer, 2019 review process.

Revisions included:

- Changing Quality Council to Leadership Council
- Adding maximum page number to sections 1 and 3
- Language revised or added to clarify alignment to new planning process and Strategic Master Plan Goals

Committee thought that there was a lack of clarity in Section Two bullet 5.

Revised to say, "Describe how the achievement of this goal aligns with the SMP goals for the corresponding year ..."

Susan went through the presentation slides for LC training. Some slides removed from last year's presentation. A new slide was added describing IAC and/or Susan support/assistance available to departments. Questions around sub-departments and which department they line-up under. Susan will check and update slide as needed. Due date for Department Review is August 30, 2019. Stressed the importance of meeting this due date as we prepare the NWCCU accreditation report. The information in Department Review is expected to inform that report which will be due in November or early December.

5. IAC Role in the NWCCU 7-Year Comprehensive Self-Evaluation

- a. Goal: Develop IAC action list with timeline for 7-Year Comprehensive Self-Evaluation ³

Difficult to move forward on this item until we hear from NWCCU on which standards we will be following. Expect word on this in the next couple of weeks. NWCCU staff have been out in the field doing April visits. Committee will review standards to see how it can help as soon as the decision is learned.

Discussed that the committee will still be responsible for completing Core Theme assessment and analysis for 2018-19. Along with Department Review, this always makes for a busy summer for the IAC. As with the due date for Department Review, it is imperative that the Core Theme assessment work is completed on schedule.

6. Adjourn 11:15 am

Next meeting: June 19, 2019