

# Institutional Assessment Committee

Wednesday, August 21, 2019, 10:00 am – 11:30 pm

Board Room, building 1, The Dalles Campus

## Agenda

1. Welcome
2. Amendments to July 17 minutes? <sup>1</sup>
3. IAC Membership (10:05 – 10:10 am)
  - a. Goal: Provide membership update and welcome new members (Courtney Cunningham, Mike Mallery)
4. Diversity, Equity and Inclusion Climate Survey <sup>2</sup> (Jennifer Christensen) (10:10 – 10:40 am)
  - a. Goal: Provide feedback on survey purpose and initial broad design  
[https://www.wpi.edu/sites/default/files/Project\\_Inclusion\\_NERCHE\\_Rubric-Self-Assessment-2016.pdf](https://www.wpi.edu/sites/default/files/Project_Inclusion_NERCHE_Rubric-Self-Assessment-2016.pdf)  
<https://www.utica.edu/academic/Assessment/new/diversity.%20equity.%20and%20inclusion.pdf>  
<https://www.surveymonkey.com/mp/diversity-and-inclusion-guide/>
5. Survey tools in use at CGCC (10:40 – 10:50 am)
  - a. Goal: Evaluate purpose and effectiveness of different tools
  - b. Goal: Determine if there is a recommendation to be made regarding survey tool subscription and usage
6. Assessment, Strategic Planning, Budget Build alignment and time line <sup>3</sup> (10:50 – 11:25 am)
  - a. Goal: Build timeline with specific dates  
Current established dates and dates that are TBD
    - Department Review:
      - Department deadline: August 30, 2019
      - IAC summary deadline: September 27, 2019
      - Summary reviewed by IAC: October 2, 2019
    - Core Theme Assessment:
      - Core Theme Committee deadline: September 27, 2019
      - IAC initial review: October 1, 2019
      - Final document: October 16, 2019
    - Strategic Planning updates for 2020-21 – TBD (October 21 – November 8, 2019 ??)
    - Commencement of Budget Build for 2020-21 – TBD.
7. Wrap-up: Summarize Action Items, Next Steps, Other (11:25 am – 11:30 pm)

Next meeting: October 2, 2019 (replaces September 18 meeting)

Attachments: <sup>1</sup> July 17, 2019 minutes; <sup>2</sup> DEI Climate Survey Purpose; <sup>3</sup> 2019-20 Assessment & Planning Time Line

## Institutional Assessment Committee

Wednesday, July 17, 2019, 10:00 am – 11:30 pm

Board Room, Building 1, The Dalles Campus

Present: Gail Gilliland, Kristen Kane (phone), Susan Lewis, Mary Martin, Lori Ufford.

Call to Order: 10:08 am

1. Susan welcomes members
2. June 19, 2019 minutes approved as written.
3. IAC Membership update
  - New member: Gerardo Cifuentes
  - Katy Jablonski was contacted, she declines.
  - Susan will contact the following individuals regarding IAC membership:
    - Gretchen Gebhardt
    - Mike Malery
    - Courtney Cunningham

Action Item: Susan will contact Gretchen Gebhardt, Mike Malory, and Courtney Cunningham regarding IAC membership.

4. Core Theme Assessment Committee update
  - Goal: Clarify schedule and any committee requirements
  - Leads
    - Core Theme A – Mike Johnson, possibly
    - Core Theme B – Kristen Kane
    - Core Theme C – Dan Spatz
  - Deadlines
    - The IAC agreed on the following deadlines for Core Theme
      - October 1<sup>st</sup> - All Core Theme drafts due.
      - October 2<sup>nd</sup> – Extra IAC meeting to review the submitted Core Themes. This meeting may replace the Sept 18<sup>th</sup> meeting.
      - October 16<sup>th</sup> - Finalized Core Theme draft

Action Item: Reserve Board Room for Oct 2<sup>nd</sup> meeting and send calendar notice/invitation to IAC members.

5. Institutional Assessment Measurements – What is Missing? including update from NWCCU/HECC Accreditation and Student Success meeting
  - Goal: Identify potential new institutional measurements and applicable assessment strategies – data driven concept. What is the “right type” of data. What is missing in our data

- Extensive discussion pursued regarding the “right type” of data the IAC is collecting
  - Susan handed out Voluntary Framework of Accountability (VFA) 09.14.17 report
  - NWCCU is only interested in student success; completion, persistence and retention rates.
  - Aspen is makes initial determination and invitation for application based on IPEDS completion and persistence numbers.
- Suggestions
  - Come up with the benchmarks for data and what CGCC needs.
  - Create a one-page snapshot of data with color.
  - Change language from student success to student learning
- Plan to move forward:
  - Make a supplemental snapshot for the future.
  - As we extrapolate the relevant data, these are the few things we should focus on (completion, persistence and retention) applying the goals.
  - Lori would like these benchmarks with goals and data, prior to Faculty In-Service and the pre-service week.
  - Outcomes assessment needs to be part of the focus and should be applied/used for Program Review
  - Degree and Course Outcomes would like two-hour at pre-service week and the CLO at in-service
- Action Item: Susan will create a Core Themes snapshot.
- Action Item: Susan will contact Amy Brand Cox at the HECC to get the CGCC VFA snapshot.
- Action Item: Lori will contact Justin to get their snapshot.
- Future Agenda Item: Create benchmarks

Adjourn 11:22 pm

Next meeting: August 21, 2019

## **Diversity, Equity, Inclusion Climate Survey**

**Purpose:** To gather current data using a reliable recommendation mechanism for staff and faculty engagement which will inform efforts to collaboratively implement improvements in cultural competency standards at Columbia Gorge Community College. Per HB2864 1(b), equal weight must be given to the perspectives of administrators, faculty, staff and students when establishing a baseline for creating goals for institution-wide improvements for a culturally inclusive climate. The information obtained through employee-focused climate surveys serves to complement the valuable data gathered through the JED Campus healthy minds study, measuring perceptions and experiences of cultural inclusivity from our student population.

### **Internal assessments are modeled to provide:**

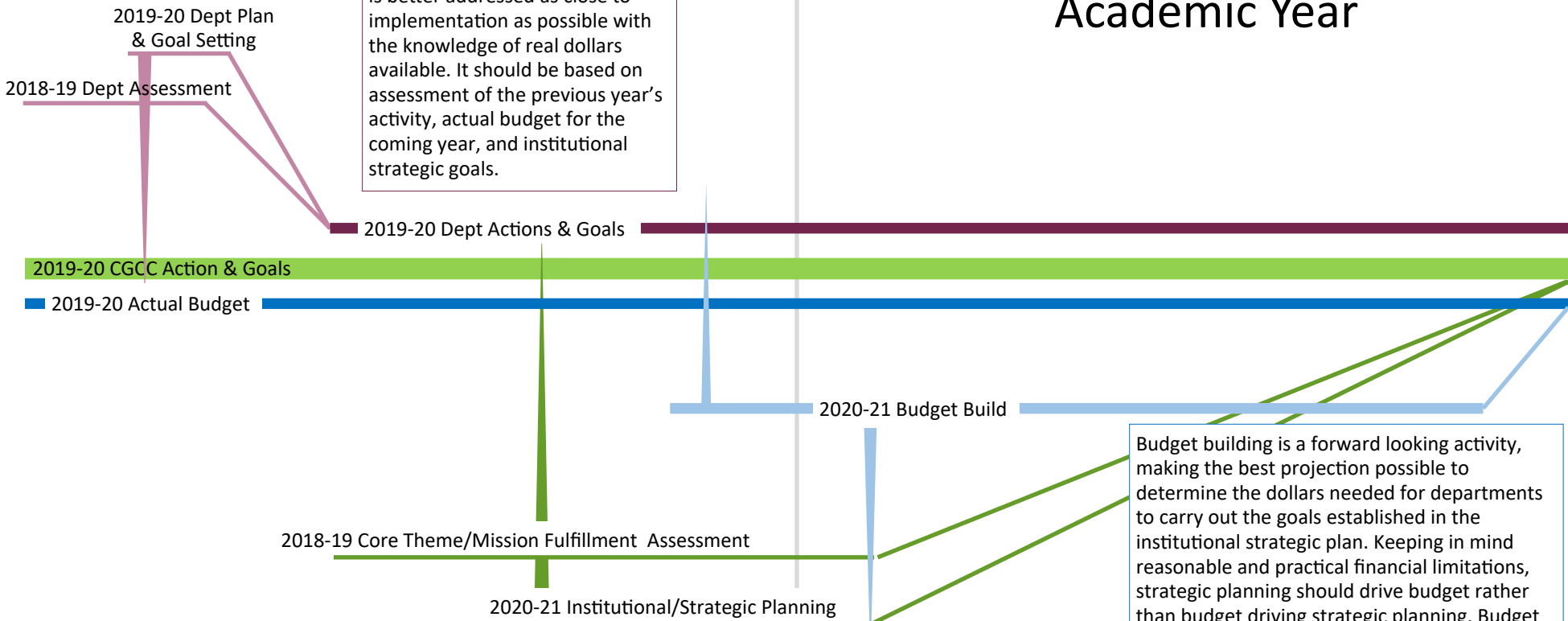
- Diversity demographics to determine diversity representations in the workplace (race, gender identity, veteran status, ability, etc.).
- Inclusion demographics to determine current climate of belonging and culture of inclusion in the workplace.
- Equity demographics to determine employee attitudes and satisfaction in the workplace surrounding administrative and managerial decision-making processes which affect their mobility and engagement.

# Assessment & Planning Alignment & Timeline

Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    Jun

2019—20  
Academic Year

Department work represents “boots-on-the-ground” activity. Departments can be more flexible/nimble than the institution as a whole. Planning and goal setting for departments is better addressed as close to implementation as possible with the knowledge of real dollars available. It should be based on assessment of the previous year’s activity, actual budget for the coming year, and institutional strategic goals.



Institutional goals are more visionary than department goals. They may anticipate trends and eventualities for multiple years. As such, implementation of institutional goals may extend over multiple years as well. However, it is important to avoid setting goals that are so general that they carry over year after year after year. Institutional strategic planning and goals should be based on assessment of mission fulfillment as determined through Core Theme assessment and Department Assessment. Strategic goals should provide direction for departments in their determination of annual goals/action.

Budget building is a forward looking activity, making the best projection possible to determine the dollars needed for departments to carry out the goals established in the institutional strategic plan. Keeping in mind reasonable and practical financial limitations, strategic planning should drive budget rather than budget driving strategic planning. Budget build should be based on information gathered in Core Theme assessment of mission fulfillment. Budget build also necessitates that departments review current year goals and actions and make an estimation of progress toward their completion. As a result, departments begin to outline broad plans which will gain detail in the summer assessment and planning process.