Institutional Assessment Committee

Wednesday, October 2, 2019, 10:00 am – 11:30 pm

Board Room, building 1, The Dalles Campus

Agenda

1. Welcome

2. Amendments to August 21 minutes?

3. Core Theme B Review (10:05 – 10:10 am)
    a. Goal: Provide feedback and guidance in completion of Core Theme.

4. Department Review review [1] (10:50 – 11:25 am)
    a. Goal: Determine common themes to include in Department Review Summary

5. Wrap-up: Summarize Action Items, Next Steps, Other (11:25 am – 11:30 pm)

Next meeting: October 16, 2019

Attachments: [1] Department Reviews

Institutional Assessment Committee Minutes
Wednesday, August 21, 2019, 10:00 am – 11:30 pm
Board Room, Building 1, The Dalles Campus

Present: Gerardo Cifuentes, Gail Gilliland, Susan Lewis, Mary Martin, Lori Ufford.

Call to Order: 10:00 am

1. Susan welcomes members

2. July 17, 2019 minutes approved with spelling correction.

3. IAC Membership update
    a. Goal: Provide membership update and welcome new members (Courtney Cunningham, Mike Mallery)

4. Diversity, Equity and Inclusion Climate Survey 2 (Jennifer Christensen)
    Gerardo arrives 10:25 am
    https://www.wpi.edu/sites/default/files/Project_Inclusion_NERCHE_Rubric-SelfAssessment-2016.pdf
    https://www.utica.edu/academic/Assessment/new/diversity,%20equity,%20and%20inclusion.pdf https://www.surveymonkey.com/mp/diversity-and-inclusion-guide/
    a. Goal: Provide feedback on survey purpose and initial broad design
        • Jennifer provided extensive information on the survey.
            o The survey is a response to HB285 and fits under CGCC Strategic Goal #1
            o CGCC employees will be surveyed.
        • Discussion
            o Vetting processing is needed
            o Roll of IAC with this survey may be to provide guidance.
        • Process
            o Demographics should be asked, much discussion ensued.
            o Survey Delivery
                ➢ In house options
                    i. Survey Monkey
                    ii. Qualtrex
                ➢ Outside campus options
                    i. NERCHE does not give the assessment, however they can evaluate results.
                    ii. COCC can evaluate the data, but will not do the assessment
                    iii. Possibly Next Door or someone else could host the survey

- Possibly a separate e-mail account response could be used and opened after the survey data results is completed, similar to the architect survey bid process.
  - o Lead Possibilities
    - Champion of Goal #1, Courtney Judah
    - Access and Diversity Committee
  - o Funding
    - Federal grants that speak to diversity
    - Meyer Trust monies
    - Oregon Campus Compact
  - o Timing
    - Fall – Motivated by deadline to report back to the State regarding progress, due by the end of December.
    - Spring – More time to provide groundwork
  - o Strategy
    - CIA potential for shared resources and/or activities
      i. Conversation with CIA members regarding what the other small colleges are doing to meet HB285 unfunded mandate/requirement
      ii. Oregon College Campus Leadership Training for support
    - Campus Compact
      i. CGCC lead person is Dr. Cronin
      ii. Send a group of people to Campus Compact to gather a strategy to do the survey in the spring
      iii. Potential to bring a good change for CGCC employee climate
    - Access and Diversity committee needs to move this to the President for support.
  - o Survey Response
    - Response from the employees could be damaging and CGCC needs to be prepared for the responses
- Next Steps
  - o Demographics are necessary
  - o To keep the survey confidential and safe, it would be advantageous to hire on outside entity to provide the survey and results.
  - o Collaborations
    - Campus Comact
    - CIA
    - OCCA – Elizabeth Cox
    - Next Door
  - o Cost estimate
  - o Preparation for CGCC prior to survey
    - Definition process before the survey is done

> ➢ Lori is willing to add funding (Professional Development monies) for the survey process, as the information results will impact the Gen Ed review
> - o Present to next Leadership Council (Sept 19th) after meeting with Courtney Judah.

<mark>Action Item: Jennifer will have a conversation with Courtney Judah regarding 1) who should be leading this endeavor 2) presentation to the next Leadership Council</mark>

<mark>Action Item: Gerardo will gather information about Campus Compact</mark>

5. Survey tools in use at CGCC
    a. Goal: Evaluate purpose and effectiveness of different tools
        - Survey Monkey
            - o Instructional Services pays about $400 per year for a confidential account used by Curriculum and Assess department (CAD), Nursing and Health Occupations (NHO) and Instructional Services.
            - o Instruction Services pays about $400 per year for a second account used throughout CGCC.
            - o President's office uses a free account under Tiffany's individual e-mail for Board of Education and President's office surveys.
        - Google Docs/Forms
            - o Free and used throughout the college
        - Wufoo
            - o CAD pays about $800 for yearly use for the Course Outcomes Assessment process.
        - Qualtrix
            - o Instructional Services paying $4000 yearly fee. Most recently used for large business and marketing survey

    b. Goal: Determine if there is a recommendation to be made regarding survey tool subscription and usage
        - Move this conversation to Leadership Council and present
            - o Different survey options
            - o Lori will make proposal to LC and present to LC as Susan will not be at next LC
        - Information about Google Forms from IT (Susan – was this task assigned to anyone?)

<mark>Action Item: Lori will present to the Leadership Council at their next meeting</mark>

6. Assessment, Strategic Planning, Budget Build alignment and time line 3
    a. Goal: Build timeline with specific dates Current established dates and dates that are TBD
        - Department Review:
            - o Department deadline: August 30, 2019
            - o IAC summary deadline: September 27, 2019

        o Summary reviewed by IAC: October 2, 2019
- Core Theme Assessment:
          o Core Theme Committee deadline: September 27, 2019
          o IAC initial review: October 1, 2019
          o 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.

Brief discussion ensued. CFO was not in attendance for this discussion. Assessment data is not available until the middle of November, complicating an early budget build that begins in or before October.

It appears the auditors will be at CGCC in October.
Early discussions regarding budget build may begin in October.

7. Wrap-up:
8. Adjourn 11:30 am

Next meeting: September 28, 2019