

Institutional Assessment Committee

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

Board Room, Building 1, The Dalles Campus

Present: Gerardo Cifuentes, Courtney Cunningham, Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin.

Call to Order: 10:05 am

1. Susan welcomes members
2. August 21, 2019 minutes approved.
3. Core Theme A, B & C Review
 - Goal: Provide feedback and guidance in completion of Core Theme.
 - Core Theme A: Extensive discussion ensued regarding Core Theme A, as this is Gerardo's first time completing it. Susan hands out Core Theme A data she received from Justin.
 - Gerardo informs the IAC that he has spoken with Justin regarding last year's data from Core Theme A. The data appears different than last year's documentation. Susan explains the reason for the discrepancy. Justin informed her that the cohort is included in this year's data. We can roll over some old analysis and change to relevant info and rewrite for this year. Goals do not get accomplished in some departments, in others they do. See President's Office webpage planning goals. Discussion continues with explanation of various descriptions on the Analysis; Actions for Improvement, Effectiveness of Assessment.
 - Review of new data from Justin.
 - A1.1 Prof/Tech Supp should be removed
 - A2.1 How did we get these numbers?
 - A2.2 good
 - Gerardo has question about underserved population
 - ❖ Underserved (below poverty level answer see Financial Aid)
 - A4. Used CCSSE, done every other or every 3 years. Use CCSSE from 2018 year. See if SENSE from 2019 has a question that would correlate to this question.
 - A3. 3 Look at past report and see how it is defined.
 - ❖ Justin's data should work for A3.3.
 - Susan will be glad to assist Gerardo.
Gerardo's next step is sorting through Justin's info.
 - Core Theme B – Kristen
 - Kristen presented Core Theme B
 - Core Theme B is including all students last year and this year, as opposed to using 1st year student numbers

- Questioning if the numbers are coming from different reports. Core Theme A and B numbers have big differences for the same populations.
 - ❖ Susan suggests this difference is due to 2018-19 numbers include cohort numbers.
- Things to consider:
 - ❖ Kristen is not seeing differences in numbers between years
 - ❖ **Gerardo's numbers are specifically for high school numbers – Fall to Fall**
 - ❖ Good comparison and analysis between HS and degree seeking.
 - ❖ Students could be graduating or transferring and not returning.
 - ❖ We do have transfer numbers, those leaving and actually transferring
 - ❖ Be cautious about making sweeping changes with small numbers, yet if the small numbers are consistent over the years, we can use it.
- Suggestions:
 - B2.1 Kristen would like more/higher aspirational indicators (graduation rates)
 - Degrees awarded
 - ❖ Who is providing these numbers, Justin (reported from CGCC to Justin, back to CGCC) or Dawn (directly from CGCC)?
 - ❖ Clarify the count; it does not represent the number of students awarded, but the number of degrees and certificates awarded.
 - ❖ Would it be more meaningful to use a headcount of students awarded (not actual degrees and certificates awarded)?
 - ✓ Include this suggestion in the Analysis. We will look at it for next year.
 - Consider including student transfer information outside OUS system
- Changes will be reviewed in December after all Core Themes are completed
- Ashley arrives 11:00 am
- Core Theme C –
 - Will review between now and next meeting
 - Please cc Susan and Gail if you are sending e-mails to Dan.

Action Item: Gerardo and Core Theme A team to complete Core Theme A, Susan will be glad to help.

4. ECEFS Survey presented by Ashley Mickels (Ashley arrives at 11:00 am)
 - The ECEFS survey will be one survey this term using the Qualtrics survey tool with the objective to gather information to help ECEFS improve the ECEFS program, motivated by the current ECEFS Program Review.
 - Ashley will work with Gerardo and/or Dan Spatz for help with Qualtrics

- The survey will use Qualtrics skip logic to directed participants to self-identify with specific groups
 - CGCC ECEFS Graduates
 - IAC suggestion: above Q5 add “Did you feel prepared upon graduation?”
 - CGCC ECEFS Current Students
 - IAC suggestion: Q#2 – change to “Are there barriers that you have had or foresee preventing you from completing the program?”
 - CGCC ECEFS Inactive Students
 - Current Early Childhood Professionals NOT Enrolled at CGCC
 - IAC suggestion: remove “NOT enrolled at CGCC” and use “graduate at CGCC or elsewhere”
 - Current ECEFS Employers
- To be distributed to the ECE advisory, Child Care Partners, social media
 - See Jessica Griffin-Conner for social media instructions, Facebook page
 - IAC suggestion: post to CGCC webpage
- IAC feedback on questions
 - Use present tense where possible
 - Include an option for participants to opt out if they have previously taken the survey. “Have you already taken this survey?”
 - Clarify any questions that may seem vague.
 - Add a question about location preference, TDC or HR campus.
 - Employers: specify CGCC ECE
 - Brief discussion ensued around:
 - Projected earnings: Head Start and ODC start around \$16 per hour, options for advanced positions available for individuals with ECEFS AAS and/or ECEFS certificate.
 - Soft skills
- IAC agrees this will be a good survey for Ashley to go ahead with.

5. Department Review review

- Goal: Determine common themes to include in Department Review Summary (Submitted: Business CCP, CAD, Facilities, HR, SS)
- Suggestions:
 - Facilities needs to redo bottom portion
 - IAC agrees this should not be included in department review
 - Child Care Partners: the strategic goals do not appear to align with current Strategic Plan goals
 - Susan will check into this
- Many department reviews are missing:
 - Per Susan’s conversation with President Cronin, the following departments need to submit a department review
 - Bookstore: Susan met with Jack

- ❖ This year a pass is given on function area, however feel free to write on function areas where there is a concern
- Community Ed and Customized Training: Susan met with Rose
 - ❖ This year a pass is given on function area, however feel free to write on function areas where there is a concern
- SBDC: Rick is no longer with CGCC, who will complete this department review is still in question.
- Instructional Services: Lori has contacted Dr. Cronin and Susan to let them know the Department Review is in progress and will be completed shortly.
- IT

6. Reminder: Susan will be out of the office from October 23, 2019 through December 3, 2019.

7. Adjourn 11:43 am

Next meeting: October 16, 2019