

## Institutional Assessment Committee Minutes

Wednesday, February, 19, 2020, 10:00 am – 11:30  
pm Board Room, Building 1, The Dalles Campus  
Dial-in Info: [5415066200](tel:5415066200) Participant Code: 767-459-71

Present: Gerardo Cifuentes, Gail Gilliland, Kristen Kane, Susan Lewis (phone), Michael Mallery, Mary Martin, Monica Pope

Call to Order: 10:00 am

1. Kristen welcomes members
2. January 15, 2019 minutes approved.
3. Finalizing Core Theme Report
  - Goal: Resolve remaining discrepancies in A, B and C
    - Core Theme A
      - Matrix – Objective A4: more current data?
      - Narrative
        - A1.1: breakdown of numbers for LDC and CTE prep and CTE
          - LDC FTE 488
          - CTE prep 174 and CTE sup 29 = 203
          - Results Total 691
          - Extensive discussion ensued regarding which numbers, D4A or the Cube, should be used.
            - It was noted that D4A (State) and Cube (Linn Benton) numbers do not match
            - Suggested to use D4A numbers for 2018-19
          - Extensive discussion continues over what should be counted, CTE Prep and CTE not leading to degree or cert
            - CEU numbers should not be counted.
          - Mike leaves at 10:35am
          - Gerardo arrives at 10:40am
          - Gerardo informs the IAC he got all his numbers directly from Linn Benton
          - There are concerns about professional tech
          - Susan does not need Gerardo to make a different chart

Action Item: Susan will put chart in the description

- A1.2: data for Pre-College enrollment
  - Matrix and Narrative do not match
  - ESOL and Pre-College will not be included in a chart
    - No numbers for Pre-College

- Delete ESOL numbers since we do not have Pre-College numbers
- ESOL will change to head count
- Remove total precollege number with no description

**Future Agenda Item: Head count or FTE, which should be documented in next year's Core Themes Report?**

- A1.3: Wasn't sure that the highlighted sentences were correct after Susan combined SBDC and CCP
  - Susan is good with A1.3
- A3.1: Would like to have the breakdown of demographics for the region and the college in a comparison table

**Action Item: Delete demographics sentence**

- A4.1: As in the matrix, it is my understanding that we conducted the CCSSE in spring of 2019 (it even says that in the report). Therefore, we should have more recent data than 2016-17. Updated data will require updated description, analysis, and actions for improvement
  - It was noted that CCSSE *was not* done in spring 2019
  - CGCC is doing CCSSE this spring, 2020
  - CGCC did an extra CCSSE after 16-17?
  - We have not done a CCSSE in 2018 or 2019, per Gerardo
  - SENSE, for new entering students only, was done

**Action Item: Mary will check for the date of the latest CCSSE**

- Core Theme B
  - Narrative
    - Please note that I had to copy and paste CT-B section by section due to formatting issues. As a result, I may have missed a section or put something in the wrong place. Please verify that everything is where it is supposed to be.
    - B2.2, B2.3, B2.4 and B2.5: all need the narrative section completed
    - B2.8: Table shows a total for Passing License Exams as being 33/28. How do we get to the 38? I only see the 33.
      - typo
    - B3.2 Analysis of Results: refers to an appendix which is not there. Should reference to appendix be deleted or appendix added?

- Remove see appendix
- Kristen will help Mary write her missing portion – Kristen will get the updated Core Theme B to Susan as soon as possible so it can be used in the accreditation report which will need to be done by March 6.

Action Item: Kristen will work with Mary writing Mary's portion and get it submitted to Susan prior to March 6.

- Core Theme C
  - Narrative
    - C1.1 Actions for Improvement: Do the Ed2Go courses really qualify as Customized Training or are they actually Community Ed?
      - In the future IAC needs rethink how we count. Will it be by companies or enrollment numbers or how many employees we trained?
        - Per Mary and Susan, should not include every course that is offered by Ed2Go to every student
      - Susan will add a sentence stating how we will need to work out how we will be counting Ed2Go
      - Ed2Go
        - offers the courses, it is not our courses.
        - platform that offers courses
      - CGCC would invoice the business requesting Ed2Go.
      - Mary request breakdown for customized training. So the number of classes are what are being reported.
      - Susan will put a sentence in tools and methodology a review of how we count these Ed2Go courses will need to be added.
      - It is noted that the appendix should be placed at the end of the document

Action Item: Susan will clarify in C1.1, how we will be counting Ed2Go.

Future Agenda Item: How should Customized Training and Community Ed be counted, companies, enrollment, or how many employees we train?

- There are no additions to General Document Notes or Requests.
- Committee Members
  - A Gerardo
  - B Kristen, Mary and Mike
  - C Dan and Gail

- Mary leaves 11:12
- After review of front pages and including suggested edits during this meeting, the IAC determines that the Core Themes document is ok.
- 4. NWCCU Accreditation Report and April Visit
  - Goal: Provide update on status of report and request help as needed
    - The report will be an electronic version and will not need to be printed for submission to NWCCU. CGCC will not be doing a bound or printed copy.
    - It will be in the mail by March 9<sup>th</sup>
    - Formatting and correct evidence still needs to be done.
    - Content is almost done
    - Timeliness is urgent now
  - Goal: Understand how IAC may participate in visit meetings/forums
    - We will get more information on how and when the IAC will meet with the accreditation committee.
    - We are hoping that we will not get an outcomes recommendation. Most colleges get an outcomes recommendation
    - We may get recommendations around processes and budget build
    - NWCCU
      - Has a new direction of equity and aggregated data.
      - It is in a state of flux, long term employees have left and have been replaced by new employees.
      - The new standards are not clarified.

4. Adjourn 11:27pm

Next meeting: March 18, 2020