

Institutional Assessment Committee Minutes

Wednesday, April 15, 2020, 10:00 am – 11:30 pm

In keeping with State mandated COVID-19 social distancing requirements, this meeting will be via Zoom

Present: Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin

Call to Order: 10:00 am

1. Susan welcomes members
2. February 19 minutes approved.
3. NWCCU Accreditation April 22-24 Visit
 - Goal: Prepare for IAC scheduled meetings with evaluators
 - Meetings:
 - IAC and CLO joint meeting to be held Wednesday, April 22nd 2:00 – 3:00 PM
 - Kristen explains the Core Learning Outcomes (CLO) committee
 - Purpose: the CLO committee meets once a year to discuss the last year's CLO results, make recommendations for the rubric and process changes for the following year
 - IAC's only connection with CLO is Core Theme B.
 - The committee attaches to faculty and gives recommendations and makes suggestions during the faculty meetings.
 - We do not have a 2nd assessment of CLOs. It is a constant reminder of what we focus on every year. Any faculty that has taught a 200 course or above will have participated with assessment and be able to speak to it. Nursing, Em-Tech, Business has participated with Core Learning Outcomes. Terminology can be confusing. All should be aware of the meeting.
 - Academic Assessment Coordinator meeting Wednesday 11-noon
 - Kristen should attend
 - Learning Outcomes will probably be addressed at this meeting
 - Mary checked with Lori. In the event of conflicting meetings, Lori would like Susan to go to whichever meeting she thinks will be best.
 - Faculty Forum is Thursday, April 23 8:00 – 9:00 am
 - IAC meeting is Thursday 11:00 am - noon
 - Preparation:
 - Administrators and leaders at the college should read the entire report

- IAC should read the preface and standard 1, mission fulfillment, Core Theme Assessment and the Charter.
- It is noted the IAC is not responsible for the achievement of the mission, but is responsible to oversee that assessment is done.
 - Department Review
 - Planning activities (planning and assessment summits) have been done, but not this year. The college is getting SPAL software.
 - No update on the 5 institutional goals. Progress has been made in some goals and not in others. This may be an area of recommendation
- Survey Information can be revisited
- Progress for ARs and OPs: Mary reports that Tiffany is working on them. Jonathan was posting what he had on the webpage. Mary will check with Jonathan. Some of the numbers have changed. They are on the self-study.

4. IAC Website Updates

➤ Goal: Plan for updates needed

- Academic Reports – Grades by Department (Link not functioning)
 - Remove Grades by Department
 - Susan will take care of this update
- Data Sources – current? Others?
 - Inventory Page –
 - Student page – good
 - Institutional page –
 - i. Core theme actions – put Susan’s name on it Contact Director of Assessment slewis@cgcc.edu
 - ii. Facility Master Plan – change to Danny
 - iii. Transfer Playbook delete
 - Academics
 - i. Update Paula’s title
 - ii. Library Survey – Susan will contact Dylan to see if we are still doing the library survey
 - iii. Change to Matt instead of Andy Carmichael
 - iv. Susan will check with Justin to see if the request from IR can be reports. Do not link to IR request page at this time. Possible future agenda item
 - Community Partnerships – okay
- Internal Reports
 - Student Profiles – last profile is 2012-13, remove.
 - Facts at a Glance – Susan will get information from Jess

- Student Profiles – remove all
- Susan will add more reports – Core Themes, Program Review – link to page Course Outcomes Assessment, Core Learning Outcomes. – General outcomes assessment page
- State and National Reports
 - IPEDS not up to date
 - Mary will send the most current 3 years of IPEDs (pdfs) to me
 - Remove any thing older than latest 3 years
 - VFA – 17-18 report? 18-19 report move to data report – Susan will send VFA link to me. Leave VFA where it is and add VFA link under Data Sources.
 - CCSSE – remove 2011 and 2008
- Economic Reports (anything new to add?)
 - For now, we will leave as is.
 - Mary and Susan will check for more recent economic studies
- Core Theme Assessment page
 - Susan will add the 3-year analysis document
- Non-Instructional Department Review
- IR page working

Action Item: Susan will

- Remove Grades by Departments
- Check with Dylan about Library Survey
- Check with Justin to see if requests can be reports
- Check with Jess for more recent Facts at a Glance
- Add more reports to Internal Reports
- Send VFA to Gail and add VFA link under Data Sources
- Check for more recent economic studies
- Add 3-year analysis document to Core Theme Assessment page

Action Item: Mary will

- Check with Jonathan about AR/OP progress
- Send IPEDS to Gail
- Check for more recent economic studies

Action Item: Gail will

- Update Institutional and Academic Inventory pages
- Edit Internal Reports
- Edit State and National Reports

Future Agenda Item: Surveys and the IAC

5. Other/Wrap-up
6. Adjourn 11:28pm