

Institutional Assessment Committee

Wednesday, May 26, 2020, 10:00 am – 11:30 pm

In keeping with State mandated directives, this meeting was conducted via Zoom.

Present: Gerardo Cifuentes, Jarett Gilbert, Gail Gilliland, Kristen Kane, Susan Lewis, Mary Martin

Call to Order: 10:04 am

1. Susan welcomes members
2. April 15, 2020 minutes approved.
3. IAC purpose and membership
 - Goal: Review IAC charter/mission
 - The IAC agrees that the Charter is good as is, with the update of Susan's title and date edits.
 - Rigorous discussion ensued regarding the Charter's content
 - Surveys
 - There is no institutional body at this time to review surveys.
 - IAC is the right place to review surveys
 - The Charter is consistent with our purpose and responsibility
 - The IAC has no authority at this time. However, we do have data for the college to use
 - It is now up to the President's Council to use the data the IAC provides.
 - The NWCCU accreditation evaluator draft report includes discussion that the IAC does not do the work of fixing issues brought to light. However, the IAC does provide recommendations of potential actions with the expectation that action is at the department level. The evaluators expressed concern that their didn't appear to be any institutional body ensuring that issues identified through data collection were being addressed.

ACTION ITEM: Susan will update the Charter to include Susan's title change and date change.

- Goal: Determine membership recruitment options
 - Are there certain departments we wish to target?
 - Advisors – Probably not at this time, per Gerardo. Possibly it would be better to have someone from Gerardo's retention team. The registrar is a member of IAC.
 - Core Theme fits:
 - Core Theme A – Advisors
 - Core Theme B – Worksource, Pre-College, Kristen Booth
 - Core Theme C – SBDC: Greg Price, Community Ed: Rose Kelly, and Child Care Partners: Nancey Patten, Community Pantry: Tiffany Prince
 - Possibly Dan would like to designate Core Theme C to someone else – Rose would be a great choice. It would be advantageous to invite Rose; however, her workload currently may preclude her having time.
 - Rigorous discussion ensued regarding Core Themes. The people doing the Core Themes seem to benefit from being on the Core Theme committee. They then share the information with others.
 - Optional sizes for Core Themes
 - Core Theme A:
 - ❖ Lead: Gerardo
 - ❖ Members: Pre-College, SBDC, Childcare Partners and the Registrar

- Core Theme B:
 - ❖ Lead: Kristen
 - ❖ Members: Mike Taphouse, Andy Carmicheal, Matt, Theresa, Pam Morse and representation from Math and Writing departments
- Core Theme C:
 - ❖ Lead: Dan
 - ❖ Members: representation from Community Ed, SBDC, Childcare Partners, media (Danny, Jess), and Food Pantry (Tiffany)
- Faculty – Gretchen Gebhardt, Courtney Cunningham
 - Faculty involvement is still a priority.
- General discussion ensued regarding who should be a member of the IAC and how we should approach selecting members. How are we moving forward with data? Where should the participant reside? The more, the merrier? Anyone who has an overseeing position should be involved. Possibly bringing others on to the committee will be good. Assessment is the work of everyone at the institution. Are these the ones that will help us with the work? It would be advantageous to have more faculty on the committee. Department Chairs would be a good choice, if they have opportunity.
 - During restructuring several people were required to step off the IAC to alleviate committee members from being spread too thin. Is that still the word on recruiting people to IAC. Are we free to invite anyone to be a member of the IAC?

ACTION ITEM: Susan requests Jarett and Gerardo to address open membership at President's Council

ACTION ITEM: Susan will confirm availability of Gretchen and Courtney for this fall as members on the IAC. She will check with Greg Price (SBDC) to see if he is available to be an IAC member.

4. Core Theme A measures and targets

- Goal: Update CT-A measures and targets based on recommendations by CT-A Committee
 - CT-A 2018-19 rubric and narrative with assessment recommendations highlighted attached
 - Susan reminded the committee that measures can be changed at IAC. However, changes to objectives need to go to the Board for approval
 - A1:1 – we may want to move to an actual enrollment number. The rubric asks for an actual number.
 - How did we establish benchmarks? Brief history of establishing benchmarks. In the beginning we went to a scale score used by an institution in Alaska. We then looked at our historical data as well as benchmarks set by similar colleges.
 - NWCCU would like us to redo that research to update benchmarks.
 - ❖ The next step will be to do the benchmark research before making any changes
 - A1:2 – Separating Pre-College and ESOL numbers.
 - Brief history of Core Themes. The Core Theme has been trimmed, focusing on outcomes and not process.
 - Extensive discussion ensues regarding disaggregation

and where it belongs. Is it necessary to have two separate numbers on the rubric or can we leave that as combined data in the rubric with the split in the narrative? The purpose of Core Themes is to have the big picture. The title under Pre-College (College Prep, GED, ESOL) supports data in the narrative. ESOL and Pre-College are two separate departments now. See A1:2 and A1:3 (Community Ed non-credit). We do not do as good of a job as we could at disaggregating data, per NWCCU. Where does it have to be; rubric or narrative? There are quite a number of places where the breakouts would be numerous on the rubric or narrative. Which is easiest to read? The tendency will be to just use the data on the rubric. If that is the case, then it does make sense to disaggregate. Is it possible to put a note on the rubric to point reader to the disaggregated data on the analysis? Take a look at the institutions in our area that got a good score in this area. When it comes to accreditation give NWCCU what they want. Check out what the other successful colleges in the area are doing.

- A:1:3 – use the same action item as A:1:2
 - Work with Greg from SBDC for thorough complete, good data
- A:2:2 – target question
 - Brief discussion regarding target ensued. Possibly our targets need to be adjusted and Core Theme C will need to make target adjustments. Check 3-year trend numbers to see if targets are too low. Are we using lagging indicators instead of leading indicators? It is now time to change measures as we have completed our 5 years. It is now time for rebuilding, growth, redesigning.

ACTION ITEM: Check out what other successful colleges in the area are doing.

ACTION ITEM: Susan will work on splitting and disaggregating data.

ACTION ITEM: Gerardo will work on what the numbers/targets will be.

FUTURE AGENDA ITEM: Core theme B

FUTURE AGENDA ITEMS: Research new benchmarks

5. Other/Wrap-up
6. Adjourn 11:36 pm

Next meeting: June 17, 2020