

Institutional Assessment Committee Minutes

Wednesday, August 19, 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, Dan Spatz

Call to Order: 10:00 am

1. Susan welcomes members
2. July 15 minutes approved with removal of apostrophe “surveys” on #4 Future Agenda Item.
3. IAC 2020-21 Goals
 - Goal: Adopt final goals for 2020-21
 1. Implement the reporting and analysis of disaggregated data in Core Themes, and encourage and support all departments, academic and institutional, in regularly disaggregating data in order to identify and mitigate equity gaps.
 2. Provide support and training in the value of assessment and how to link it to planning and resource allocation, departmentally and institutionally.
 3. Integrate academic assessment more fully and intentionally into institutional assessment.
 4. Implement Strategic Planning Online (SPOL) software, and train anticipated users.

Committee agrees to accept all 2020-21 goals as written

4. Disaggregation categories to be used in CT data gathering
 - Goal: Update categories for disaggregated data to be used in data gathering
 - Age
 - Socio economic status / low-income / Pell recipients
 - Race / ethnicity
 - Gender
 - Veterans
 - First generation
 - ❖ Extensive discussion regarding disaggregated data
 - Whether to include all categories in report or just problematic areas
 - detail becomes overwhelming when all categories of disaggregated data is shared with the entire campus – a smaller list can result in the data having more meaning and power. Example: Linn Benton found males 18-34 were less successful than other groups.
 - identify CGCC problem areas and include these in institutional reports – other data could be retained for review in separate charts. This year would establish a baseline.
 - Core Theme Committees would review disaggregated data and make recommendation regarding identification of problem areas. IAC would make final decision with possible input from PC and/or LC. Cube training needed for entire IAC
 - Problem areas to be addressed would follow a defined cycle of assessment and mitigation, similar to institutional goals.
 - Potential for different focus
 - identify trends of people we lose from term to term and why we are

- losing this population
 - Checking retention rate and completion rate is too closely related to value separation
- ❖ Jarett reports back from President's Council that Core Theme mission fulfillment process is under review. The President's Council would like this process reviewed.
 - Possible review option: Outside facilitator to review forward progress for next cycle. IAC would be part of this group.
 - Timeline is uncertain
 - For now, IAC will move forward with Core Themes for 2019-20.
 - Gather data based on revised measures agreed upon in the committee's recent review of CT measures.
 - 2019-20 report will follow same format

Action Item: Research is needed and data from past years gathered for baseline of disaggregated data. Gerardo and Jarett will collaborate with Justin and bring this data to IAC for review and use in the 2020-21 year.

Action Item: Jarett will meet with Justin for additional training on the Cube.

Future Agenda Item: Cube training for entire IAC

5. Core Theme C measures and targets

- Goal: Update CT-C measures and targets based on recommendations by CT- C Committee

- ❖ Dan presents potential changes for CT-C. Extensive discussion and suggestions ensue.

- Jessica Griffin Conner suggested as possible new CT-C committee member for 2019-20
- Retain measures related to:
 - SBDC
 - Child Care Partners
 - Community Ed
- Potential new measures:
 - Website analytics and trend lines
 - Covid-19
 - Campus Currents
- Potential data collection groups:
 - Business & Industry
 - Community
 - Parents via PTA
 - Civic organizations
 - Chambers
 - School Districts
 - Focus Groups
 - Marketing company
 - CGCC Foundation
 - CGCC Board of Ed

- ❖ Proposed new survey

- Audience (estimated numbers)
 - Chamber of Commerce members (5 chambers)

- City/County officials (25)
- Civic Organizations (10)
- School Districts (12)
- Non-Profits (?)
- 3 focused questions with a comment section “Why”
 - On a 1-10 scale, percentage of respondents rating CGCC's overall responsiveness to community needs
 - On a 1-10 scale, percentage of respondents rating overall community awareness of CGCC and the services it offers
 - On a 1-10 scale, percentage of respondents rating CGCC's overall engagement in the community
 - Possible additional questions
 - Do we respond to your e-mails?
 - How often do you visit the website?
- Include definitions/examples of what these different categories represent, so that the respondent will better understand the difference between “responsiveness,” “awareness,” and “engagement.”
- Timing – The survey needs to be sent out now in order to complete data collection for 2019-20 CT data and analysis report.
- ❖ CT-C Rubric revisions
 - C1 Good as is
 - C2 Revision
 - C2.1 revise measure to “CGGCC’s overall responsiveness community needs” based on the community survey
 - Adjust targets to accommodate the 10-point scale
 - Determine where mission fulfillment is on the scale
 - C2.2 revise measure to “Overall awareness of CGCC and the services it offers” based on the community survey
 - Additional subsets could be included: Child Care Partners, SBDC, others?
 - Adjust targets to accommodate the 10-point scale
 - Determine where mission fulfillment is on the scale
 - Add C2.3 “Overall engagement in the community” based on the community survey
 - New survey question addresses percentage of respondents rating the colleges overall relationship in the community
 - Adjust benchmark measurements for 10-point scale
 - IAC approves revisions to CT-C rubric for 2019-20 data cycle
- ❖ Dan will move forward with the assessment of CT-C, including these revisions.

Action Item: Dan will develop examples for survey question and share them with the IAC.

6. Update on revisions to Core Theme A - Postponed
 - Goal: Provide information on revised measures, including benchmarking/targets progress
7. Adjourn 11:31 pm

Next meeting: September 16, 2020