

# INSTITUTIONAL ASSESSMENT COMMITTEE (IAC) MEETING

MEETING MINUTES (taken via transcription of meeting provided)

6/30/2022

4 pm –Teams

*Members present: Todd DeKay, Robert Moore, Jennifer Cain, Mavis Williams, Edna Yokum, Kyle Torke, Dusty Baker, Jacob Puckett,*

*Guest(s):*

*Members absent: Sherry Durand*

**NOTE: all transcription items are indicated with “ ”.**

## **AGENDA ITEMS**

## **Procedures**

- |   |       |             |
|---|-------|-------------|
| I. CALL TO ORDER  | DeKay | Action      |
| <i>“Meeting called to order at 4:05 pm.”</i>  |       |             |
| II. CHANGES TO AGENDA   |       |             |
| a. Would anyone like to add something to the agenda for discussion?   | DeKay | Action      |
| N/A   |       |             |
| III. APPROVAL OF MINUTES  | DeKay | Action      |
| <i>Robert made motion to accept minutes from May meeting. Jennifer Cain seconded the motion. All in favor. Motion carries.</i>  |       |             |
| IV. OPEN ISSUES   |       |             |
| a. Taskstream Tasks 2021-2022 update  | DeKay | Information |
| <i>Todd: “I want to say 27 hours, Jacob, that we have with a consultant to help us do some things with it too, and we need to use those hours. I believe before the end of July. So that's one thing that's going on. We need to do things updated to program review and then we're going to talk, do a lot of stuff with mapping in the future.”</i>   |       |             |
| b. Program Review 20-21, 21-22/Comprehensive P. Analysis July 1   | DeKay | Information |
| <i>Todd DeKay: “Program review. Another item we're behind on like the lot behind on it. Veronica Regalado has finished hers, but it hasn't been reviewed. We we're going to probably need a set up a meeting in August to discuss next year's program review because we've got too many that have been kicked down the road. We may need to kick them down the road a little bit further so.”</i>                                       |       |             |
| V. NEW ISSUES   |       |             |
| a. PLO Mapping/Taskstream   | DeKay | Information |
| <i>Todd DeKay: “program learning outcomes in mapping basically all the work kind of halted in about. fall spring of 20 when COVID hit and we really need to get back on track. Getting some of this stuff done. I've touched base with a few programs but you're just going to hear more about this. Not just the courses within the degrees, but how the courses within multiple degrees as well. We probably need to look at to.”</i> |       |             |
| b. NMHEAA Teams for Summer Retreat Report   | Moore | Information |

**Moore, Robert:**

*“We basically had put together the core team for the guided pathways. And so that team’s kind of kick off and running. We also had chosen part of the core team that includes the team leaders for the four primary teams. We addressed the four pillars of guided pathways. One of those is related to what Todd just said with the mapping curriculum. Degree plans: kind of making some adjustments along the way as needed. So that’s a big lift. It’s going to take a while.*

*Team two is our onboarding team and that team is focused on how do we get students into the pathways, remove obstacles, and market. All of those types of things would get students into the correct pathways, career exploration pieces.*

*Team three is about helping them stay on path. So how do we support them to be successful? So that one includes representatives that’ll work on just integrating more and more all of our support services across campus from academic to support to Co-curricular activities and groups, etc.*

*Team four is a development piece. A professional development team basically designed. They are given the task to help advance teaching and learning, pedagogy development. How do we make sure so that they’ll probably be some assessment pieces on that? Making sure students are learning and are engaged with the learning process. But it’s primarily around professional development. And all of this is the catalyst for all this, even though it’s institutional. It’s very much an institutional change for us. The catalyst is the CSI grant, that we’re in year 2 on. And it’s like the guided pathways grant too. Lots of work to do, but we’re slowly taking bites out of the elephant and that was a retreat helped us really get. Some things begin to get shared and communicated, and it’s kind of set up a structure to keep that going. It was well worth the effort and time and money spent. “*

c. Overview of SEM Plan submitted

DeKay

Information

*Todd DeKay: “Is everybody aware of our SEM plan that we had to stay alright? Well, let me just say that the higher education department in New Mexico and the Legislative Finance Committee required every College in the state of the New Mexico that received federal funding. I’m sorry, state funding to submit an A retention and enrollment plan and there’s a lengthy document we worked on it for a while, that had a whole bunch of things in it. We’re waiting for it. It had to be approved. There was a stick attached to it as well. If we did not submit it and it did not get approved, they would pull 1% of our funding back. And so we submitted this plan and I sent it out to everybody last week. A lot of people contributed to it. I really appreciate everybody’s work on it. It’s a total of 31 pages, a lot of charts and graphs. In a nutshell, we committed to sorting like targets for enrollment.*

*Well, if we’re supposed to hear either today that the turn-around time was supposed to be 2 weeks and we don’t think that they’re going to be reading very deeply, but they just want to have something to show that people are working on it. We were like one of the worst in the country and enrollment declines, especially at the Community College level; Overall, I want to say 2223%.”*

d. IAC Student Representative Update, Marcos Regalado  
N/A

M. Regalado

Information

e. HLC Assessment Academy Result Forum Sustainability

Torke

Information

**Torke, Kyle:**

*“Well, thank you. We had a lovely time in Chicago and it was the results forum. So we were there to receive our diplomas, we clap, clap, clap, clap, clap for having completed the four year cycle before we received our*

*diplomas. We had to submit 5 sustainability goals and topics and these are the five that we've submitted. That we would construct a White Paper, which is what you're seeing on your screen. It's a kind of flier to keep assessment. We're going to work on onboarding to make sure that assessment is integrated and protocols for assessment are talked about on the onboarding process. We're going to continue mapping programs. The ones we haven't mapped and perhaps take a look at some. We have to make sure they're fresh and ready to go. We're hoping to include some Fridays dedicated amount of time to a discussion of assessment, both practical and philosophical. Then we are planning to create a succession plan for the committee membership and the committee organization."*

f. Grant Project Status Updates (CSI, Perkins, etc.)

Flury, Moore

Information

*Robert Moore: "GPS is a stem grant. Guided pathways and stem. So, it's also a guided pathways. Getting students, once they are in our pathways, we support them to be successful. How do we get them into: a transfer degree or in the job market. A career. And so it's kind of on the other end of the spectrum of trying to get students through the pipeline and into a successful career and job or a transfer degree. So, it's mostly personnel in the grant and we're doing our best to hire. We been working at that for almost a year now. And our first well, second technically our second employee for the GPS grant will start August 1st. "*

*Stroman, Devin*

*"Upward Bound. That's pretty much our most active trio grant this summer there's been. A few programs going on with them, actually, we had housed a few of them. A few of the students for a summer program in our area, so they can get a little bit of work experience. And I think many of you maybe have some students as well from the Upward Bound grant that are putting in several hours a week learning basic skills of the work environment. Just getting accustomed to it and they're getting ready for a week.*

*Talent search. They're wrapping up the PR and getting ready to submit that. They've been in the office quite a bit of a couple weeks back. We finished up a week-long summer program with them where we took a bunch of students around certain places in New Mexico like Carlsbad Caverns, Ruidoso. I think they went to the bottomless lakes. They went to that lake in Ruidoso. Recent graduates of the high school trying to get them either on the college pathway or the workforce pathway. And yeah, they've been pretty active this summer as well, just digging deep in the office. And student support services; we're trying to get them moved out of the student hub into a new area. We're getting ready to make moves there too. They've been pretty active this summer, with all the trio grants. "*

*Todd DeKay:*

*"I'll just add the Perkins grant too. I know that we've received some of that funding. The narrative's going to be opened up for next year pretty soon. I believe Mavis is going to be taking the reins on some of that."*

g. Data Governance Update

Puckett

Information

*"The only thing we've we worked on last meeting is trying to define positions within the committee and also working on our committee charter. We would like to be a legitimate committee so that's probably going to be the focus of our next meeting as well. And once again, the data that is going to become more of an issue, you're going to hear more about it. We're going be doing something on this during the fall semester. There's a lot of security issues. For example, some of you may have received an e-mail from her last week from Andrea Warton about a potential part time job, blah, blah, blah. Somebody hacked her. There's a lot of it happening at other places as well, so it's kind of scary. If you see anything that looks too good to be true, doesn't look like true to character or somebody, don't click on any link Do not open any attachments.*

*Also, let me mention that real quick. We're going, we're to be moving everybody's account. We're actually trying to do it where it blocks right now, but your Active Directory account, which also ties into your e-mail account, everybody is going to be migrated to Office 365. So what that entails is we will set a time with you and we will start the migration. In other words, the data will be moved from your old e-mail account to Office 365. And along with that, we're going to enable multifactor authentication. “*

h. CCAC News

V. Regalado Information

*Veronica Regalado: “for CCAC. Those are the you that are may not be familiar with that, that's our Co-curricular Assessment committee news since she's moved in. She's starting to work on some of that right now. I believe she did a Co-curricular assessment of something this spring. The HLC also gave us some more guidance related to what Co-curricular is and how to assess it. I'll be sharing some of that information with her as well.”*

i. Argos Demonstration –Budget/Business Affairs/San Juan Model DeKay Information  
*Todd showed some interesting data located in ARGOS. Ex: enrollment information. Also, he shared budget/finance information. Coming soon: AVP's will have quicker access to their budgets etc. Other issues were raised regarding budgets: equity, transparency.....*

j. Has everyone had an opportunity to make a comment? DeKay Discussion

k. Repeat to Remember, Remember to Repeat Recap! DeKay Discussion

l. Who needs to know? Who's going to tell them? DeKay Discussion

## VI. OTHER BUSINESS

## VII. ADJOURNMENT

*Edna made motion to adjourn the meeting. Mavis seconded the motion. All in favor. Motion carries. Meeting adjourned at 5:40 pm.*

**Next Meeting:  
7/28/2022**