

INSTITUTIONAL ASSESSMENT COMMITTEE (IAC) MEETING

MEETING MINUTES

8/31/2023

4 pm –Teams

Recorded

Members present: Todd DeKay, Eric Mann, Devin Stroman, Angie Bersane, Kyle Torke, Robert Moore, Veronica Munoz, Jennifer Cain, Jacob Puckett, and Dusty Baker.

Guest(s): Annemarie Oldfield

Members absent: Ron Flury, Joey Coburn (new member), Sherry Durand

AGENDA ITEMS

Procedures

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| I. CALL TO ORDER | DeKay | Action |
| <i>Todd called meeting to order at 4:03 pm.</i> | | |
| II. CHANGES TO AGENDA | | |
| a. Would anyone like to add something to the agenda for discussion? | DeKay | Action |
| <i>Todd added C. Contract with Taskstream item.</i> | | |
| III. APPROVAL OF MINUTES | DeKay | Action |
| <i>Only notes were taken at the last meeting on 6/29/23. Kyle make motion to approve. Dara seconded. All in favor. Motion carries.</i> | | |
| <i>No meeting was held in July.</i> | | |
| IV. OPEN ISSUES | | |
| a. Program Review 22-23, 23-24 in progress! | DeKay | Information |
| <i>Todd has starting loading into TaskStream. It's moving!</i> | | |
| b. Gen Ed Assessment Fall 2023/Communication Assessment Team | DeKay | Information |
| <i>Collecting artifact.</i> | | |
| V. NEW ISSUES | | |
| a. Timeline for Communication Assessment Work/Players | DeKay | Action |
| <i>Course Level Assessment Team: Kyle Torke, Misseal Barrientos, Kate McClelland), Nick Macaluso, Mavis Williams</i> | | |
| <i>Let the team come up with the timeline. Complete before the end of the semester.</i> | | |
| <i>Dara made motion to accept the new Communication Assessment Team and have them do a timeline. Robert seconded the motion. All in favor. Motion carries.</i> | | |
| b. EOC Survey Dates for Fall 2023 | DeKay | Action |
| <i>Todd recommends: Open Nov. 6th and end Nov. 17th.</i> | | |
| <i>Robert made motion, Eric seconded the motion. Discussion: Made clear to students that not given to instructors until after the end of the semester. All in favor. Motion carries.</i> | | |
| c. Contract with TaskStream Renewal-move to develop homegrown | DeKay | Action |
| <i>Not supported by Watermark. Costs 18K per year. Save the money and work with others to build on own. Per HLC we need to simplify our assessment. Our current other software already does what we need: CourseDog, Canvas.</i> | | |
| <i>Robert made motion to not renew our contract with TaskStream, and that we move to an internal process for program review. Dara seconded the motion. All in favor. Motion carries.</i> | | |
| d. HED Strategic Enrollment Plan July 2023 | DeKay | Information |
| <i>Submitted on July 15th, 2023. It describes what we're doing, where we shine. This will also help when we start to the assurance argument for the HLC.</i> | | |
| e. Student Representative Perspective/Comments | Nelson | Information |
| <i>Todd is looking for another student to serve on the IAC. Perhaps get with Tyrah and one of the ACES ambassadors.</i> | | |
| f. Grant Project Status Updates (CSI, Perkins, etc.) | Flury, Moore | Information |
| <i>CSI: July Work retreat in Ruidoso. Con't work on Mapping. Next step with be curriculum changes. That work will start in Sept.</i> | | |
| <i>Perkins: Mavis has agreed to be point person. Todd says; get your perkins money spent.</i> | | |
| <i>Access Grant: in process</i> | | |
| g. Data Governance Update | Puckett | Information |

It is important, but don't want to get something that takes too much valuable time.

Looking at and evaluating software. May have to put on back burner for now; but don't want to lose sight of it.

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| h. | CCAC News | V. Regalado | Information |
| | <i>Veronica just completed a Customer Service training. Good feedback. Will be starting a Leadership Training series.</i> | | |
| | <i>Welcome Back Event Survey: reviewing feedback. Great turnout! A lot of hard work!</i> | | |
| | <i>Are you interested in being on our Committee?? We need members. Please contact Veronica.</i> | | |
| i. | Has everyone had an opportunity to comment? | DeKay | Discussion |
| j. | Repeat to Remember, Remember to Repeat Recap! | DeKay | Discussion |
| k. | Who needs to know? Who's going to tell them? | DeKay | Discussion |

VI. OTHER BUSINESS

VII. ADJOURNMENT

Robert Made motion to adjourn, Eric seconded the motion. All in favor. Motion carries. Meeting adjourned at 4:44 pm.

Next Meeting:
9/27/2023