

# INSTITUTIONAL ASSESSMENT COMMITTEE (IAC) MEETING

## MEETING MINUTES

11/18/2021

4 pm via Microsoft Teams

### AGENDA ITEMS

### Procedures

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|------|---|----------|-------------|
| I.   | CALL TO ORDER   | DeKay    | Action      |
|      | <i>Todd called meeting to order at 4:01 PM.</i>   |          |             |
|      | <i>IAC members present: Todd DeKay, Ron Flury, Edna Yokum, Jesse Davis, Eric Gomez, Dusty Baker, Kyle Torke, Rachel Conover and Marcos Regalado(student). Sherry Durand/notetaker.</i>  |          |             |
|      | <i>Guest(s): Jacob Puckett</i>  |          |             |
| II.  | CHANGES TO AGENDA   |          |             |
| a.   | Would anyone like to add something to the agenda for discussion?  | DeKay    | Action      |
|      | <i>No changes.</i>  |          |             |
| III. | APPROVAL OF MINUTES   | DeKay    | Action      |
|      | <i>Ron made motion to approve today's agenda and minutes from 9/30/21. Jesse seconded motion. All in favor. Motion carries.</i>   |          |             |
| IV.  | OPEN ISSUES   |          |             |
| a.   | Taskstream Tasks 2020-2021 update   | DeKay    | Information |
|      | <i>Continual process. Program reviews being done.</i>   |          |             |
| b.   | Program Review 20-21, 21-22   | Amo      | Information |
|      | <i>Setting up and will move forward to change some documentation. Todd will follow through on this and provide information at next months' meeting.</i>   |          |             |
| c.   | OTA accreditation visit   | Jensen   | Information |
|      | <i>Complete. In process of sending report due 12/9/21.</i>  |          |             |
| d.   | EOC Survey Fall 2020 data analysis (Posting Update)   | Puckett  | Information |
|      | <i>Met with Dr. Powell today. Most of data will need to be kept internal. Would welcome input on what to share publicly. Important to look at data while ensuring students' anonymity. Todd will have a group that will look at these issues in early January. He asked for volunteers. Edna, Ron, Jacob &amp; Dusty volunteered.</i> |          |             |
| V.   | NEW ISSUES  |          |             |
| a.   | NMHEAR Teams/Participants/Van   | Flury    | Action      |
|      | <i>Normally, the groups that attended the Ruidoso Retreat attend NMHEAR. The 2 groups that attended were: "Onboarding" &amp; "Committee on Committees".</i>   |          |             |
|      | <i>Todd made motion to plan on sending 15 people. Devin 2<sup>nd</sup> motion. All in favor. Motion carries. Will discuss actual names at the next IAC meeting.</i>   |          |             |
| b.   | HLC Visit Recap/Report—Next Steps   | DeKay    | Information |
|      | <i>Received a "meets". Todd thanked all that worked so hard in preparing for the visit. The committee also thanked Todd for all his efforts in making this a success.</i>   |          |             |
| c.   | IAC Student Representative Update, Marcos Regalado  | Regalado | Information |
|      | <i>Welcome Marcos!</i>  |          |             |
| d.   | ICBC (RealCollege), Focus on >30 students   | DeKay    | Information |
|      | <i>Basic Needs Assessment. We have a lot of support systems in place. There is still a need with childcare.</i>   |          |             |

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|----|--|-------|-------------|
| e. | IPEDS Winter Collection Opens December 9 <sup>th</sup><br><i>Fin. Aide, graduation rates etc.</i>  | DeKay | Information |
| f. | Info & Digital Literacy GedEd Artifact Collection/Analysis Recap<br><i>Todd presented the rubric that was used (see attached). Judged student artifacts in four areas.<br/>Kyle: "excellent example of community coming together to look at students' progress and work."<br/>Edna mentioned it would be good to map and tie back to Strategic Plan.<br/>Edna also asked; who receives this and who makes sure to follow through to address these issues?</i>  | Moore | Information |
| g. | Graduate Call Survey (Are you working, wage, CTE match, etc.)<br><i>Todd's office is using a work study to call spring 2021 graduates. Are they employed, where? Is it in the field your degree is in? Salary? Etc.</i>  | DeKay | Information |
| h. | CCAC News<br><i>Todd has talked to Veronica. She is very interested in moving this forward.</i>  | DeKay | Information |
| i. | EOC survey going out two weeks prior to final's week<br><i>Any issues, please let Todd know.</i>   | DeKay | Information |
| j. | Microsoft Outlook Calendar Meeting Update<br><i>Jacob shared information regarding an Automated schedule process spring 2022. Faculty classes will automatically appear on their calendars. They can be changed or removed by the instructor. It will populate from Banner. He asked for feedback.<br/>Discussion.<br/>-If a class is cancelled, will it automatically be removed from their calendar? Jacob will check on this. Let's roll this out in the summer to work out any kinks.<br/>-This will be an issue with the Health programs. Their clinicals have different days/times than what is in Banner.<br/>-Faculty may feel like their being micromanaged.<br/>-If it's just a handful of people that are not doing this, lets address this issue with them individually.<br/>-Kyle: why not make it an option?</i> | Jacob | Information |
| k. | Argos Demonstration –Courses needed to graduate<br><i>Enrollment Comparison report</i>   | DeKay | Information |
| l. | Has everyone had an opportunity to make a comment?   | DeKay | Discussion  |
| m. | Repeat to Remember, Remember to Repeat Recap!  | DeKay | Discussion  |
| n. | Who needs to know? Who's going to tell them?   | DeKay | Discussion  |

## VI. OTHER BUSINESS

## VII. ADJOURNMENT

*Ron made motion; Edna seconded motion to adjourn meeting. Meeting adjourned at 5:06 PM.*

**Next Meeting:**  
**12/16/2021**