



Institutional Assessment Committee (IAC) Meeting Minutes
February 28, 2019
4:00 p.m. Student Services Conference Room
DRAFT

IAC Members Present: Kim Childress, Lynn Carry, Doug Texter, Carolyn Vigil, Todd DeKay (Chair), Laurie Jensen, Edna Yokum, Jesse Davis, Ken Maguire, Annemarie Oldfield, Chad Smith, Shawn Powell, Morgan McNabb (recording secretary, acting)

- I. CALL TO ORDER
Todd, chair called meeting to order at 4:02 p.m.
- II. CHANGES TO THE AGENDA
- III. APPROVAL OF MINUTES – **Jesse Davis made a motion to approve the minutes as presented. Edna Yokum seconded. The minutes were approved by voice vote.**
- IV. OPEN ISSUES
 - PLOs needed campus wide for Fall 2019 Catalog
 - Adding a statement “In addition to supporting institutional learning outcomes...” before the “upon completion...” section of the PLOs.
 - Lyn Carry, Laurie Jensen, Jesse Davis, Edna Yokum have volunteered to serve as mentors to help support other program directors and faculty in creating PLOs.
Annemarie Oldfield made a motion to approve PLOs. Jesse Davis seconded. The motion to approve PLOs was approved by voice vote.
- V. NEW ISSUES
 - NMHEAR Overview
 - Actionable Takeaways – **Send Todd a list of actionable items/takeaways**
 - HLC Assessment Academy Assignment due March 3rd
 - One year update assignment.
Send any corrections/additions needed. Will be submitted by end of day Friday, March 1.
 - HLC Update
 - Dr. Shawn Powell spoke to the IAC regarding HLC timelines for the next three academic years. 19-20 Focused Site Visit, 21-22 Comprehensive Evaluation. HLC Pathways changes from Open to Standard.
 - Program Review Update (March 15)
 - Assessment Cycle Questions

- Feedback on what we should do in terms of programs following a pattern. Measure one semester, implement, measure again
- **Todd will send out further information.**
- Watermark Hierarchy
 - Hierarchy reporting flow. **If something is incorrect let Todd know ASAP. Needs to be accurate before reporting begins.**
- ESCALA project documentation/actions
 - Christina Weir. Annemarie Oldfield had the document that captured the first year. Jacqueline Starr has the document currently. **Annemarie Oldfield will try to obtain the document.**
- Business Administration Spring Measures?
Hold until Watermark is ready to receive data.
- Has everyone had an opportunity to make a comment
- Repeat to Remember, Remember to Repeat Recap
 - **Annemarie Oldfield needs to remember to send True Talen to IAC members.**
 - **Todd to send off HLC Academy assignment.**
 - **Move forward with program review – create meeting invites.**
 - **Todd, Annemarie, and Edna will craft email to be sent out to Directors regarding PLOs.**
- Who needs to know? Who's going to tell them?
 - **Send out email with information regarding PLOs to directors including information about the mentors who have volunteered.**

VI. OTHER BUSINESS

VII. ACTION ITEMS COMPLETED

VIII. ADJOURNMENT

Carolyn made the motion to adjourn. Edna seconded the motion. All in favor. Motion passed. The meeting was adjourned at 5:30 PM.

Next meeting scheduled: March 21, 2019

Respectfully submitted,

Todd DeKay, Chairman

Morgan McNabb Recording Secretary