



Institutional Assessment Committee (IAC) Meeting Minutes  
January 31, 2019  
4:00 p.m. Student Services Conference Room  
**DRAFT**

IAC Members Present: Lynn Cary, Douglas Texter, Rachel Conover, Jesse Davis, Chad Smith, Todd DeKay, Edna Yokum, Laurie Jensen, Isaac Montes(student), Ron Flury, Krista Sutton (guest), Sherry Durand (Recording Secretary), and Ken Maguire.

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- I. CALL TO ORDER  
**Todd, chair called meeting to order at 4:02 p.m.**
- II. CHANGES TO THE AGENDA
- III. APPROVAL OF MINUTES – **No minutes to approve.**
- IV. OPEN ISSUES
  - ILO Posters (done)  
**Posters have been placed. This item is complete.**
  - PLOs needed campus wide for Fall 2019 Catalog
    - Commitment to have them posted on website by March 15<sup>th</sup> and ready for catalog?
    - Sample from SFCC Catalog  
**Doug made motion to change the due date from March 15<sup>th</sup>, 2019 to April 30<sup>th</sup>, 2019. Information will go to Morgan who will be maintaining a master document. One person from each area is to review information: Doug, Ron & Jessie. Rachel 2<sup>nd</sup> the motion. All in favor. Motion Passed.**
- V. NEW ISSUES
  - Adjunct survey (Should we do it annually?)
    - What are we going to do different after receiving the results? How will we document our changes?  
**24 people responded. The 2 biggest issues were online training and communication. Motion was made by Ron to have an adjunct orientation meeting the week before spring and fall sessions. Jessie 2<sup>nd</sup> the motion. All in favor. Motion passed.**
  - Student Class Schedule (Scope) Survey Update
    - What are we going to do different after receiving the results? How will we document our changes?  
**Survey was sent to 323 students. One of the main concerns was they were not aware of POT 4 (2<sup>nd</sup> 8 week classes.)Doug made a motion to**

**contact the orientation committee to have training on 2<sup>nd</sup> 8 weeks schedules and increase advertising. Motion 2<sup>nd</sup> by Edna. All in favor. Motion passed.**

- EOC Survey Improvement Process
  - What are we going to do different after receiving the results? How will we document our changes?  
**Since Annemarie was not in attendance, Ron made a motion to table this item until our next meeting. Edna 2<sup>nd</sup> the motion. All in favor. Motion passed.**
- Program Review Update
  - Thanks/some help and support needed—processes/procedures clarifications  
**Ron will send timeline to Todd. This needs to be shared with the Program Review committee. The next meeting date is Feb. 5<sup>th</sup> at 1 pm in OTC 117. Jessie will send out the invites. Ron made a motion to table this to the next meeting. Edna 2<sup>nd</sup> the motion. All in favor. Motion passed.**
- HLC Conference Attendees  
**April 2019. Total of 5 people going. Todd, Doug, & the AVP's.**
- HLC Assessment Academy Assignment Due Feb. 18<sup>th</sup>  
**Doug is heading this up with Rachel and the AVP's. Todd will set up the meeting.**
- Respiratory Therapy Accreditation Site visit (Feb 7-8)
- Business Administration Spring Measures?  
**Ron and Krista shared what they have done for the Business Administration and CIT.**
- Try-It, Track-It Article posted in Grapevine (tradition)
- Watermark (Our New Assessment Software) Update
- NMHEAR Travel/Poster Session Confirm
- Has everyone had an opportunity to make a comment
- Repeat to Remember, Remember to Repeat Recap
- Who needs to know? Who's going to tell them?

**VI. OTHER BUSINESS**

**VII. ACTION ITEMS COMPLETED**

**VIII. ADJOURNMENT**

**Ron made the motion to adjourn. Edna seconded the motion. All in favor. Motion passed. The meeting was adjourned at 5:29 PM.**

**Next meeting scheduled: February 28, 2019**

Respectfully submitted,

Todd DeKay, Chairman

Sherry Durand Recording Secretary