



Institutional Assessment Committee (IAC) Meeting Minutes

April 25, 2019

4:00 p.m. Fireplace Conference Room

IAC Members Present: Todd DeKay, Lynn Carry, Doug Texter, Tony Souza (for Jesse Davis), Ron Flury, Racheal Conover, Eric Gomez, Annemarie Oldfield, Chad Smith, Laurie Jensen, Robert Moore, Carolyn Vigil, Isaac Montes (Student Rep.), and Sherry Durand (recording secretary)

Guests: Jacob Puckett & Brian Zeleski.

I. CALL TO ORDER

Todd, chair called the meeting to order at 4:04 p.m.

II. CHANGES TO THE AGENDA

III. APPROVAL OF MINUTES – **Racheal made a motion to approve the minutes as presented. Chad seconded. The minutes were approved by voice vote.**

IV. OPEN ISSUES

- PLO's needed campus wide for Fall 2019 catalog by April 30th Commitment to have them posted on website by April 30th and ready for catalog. Thanks for everyone's hard work—especially Jessie, Ron & Doug.

Morgan McNabb has received about 32.

- Assessment Class in Bb

Since Kim Childress was not in attendance for today's meeting; Annemarie made motion to table this item until next month's meeting. Chad seconded the motion. All in favor. Motion passed.

V. NEW ISSUES

- Assessment Fridays (2nd Friday of each month)
 - Topic for May-**Todd will re-send the faculty/staff the “post assessment” that he sent out about 9 months ago.**
 - **Annemarie made motion, Chad seconded. All in favor. Motion passed.**
- EvaluationKit EOC progress

Responses were overall generally good. We are making good progress.
- HLC Conference Overview
 - **Various items were shared from the Conference.**

(Todd)-to see younger people in attendance, “happy students are successful students”, HLC does 150 site visits per year

(Chad)-Develop “emotional intelligence”, Get over fear, Competency based education, Catalog software, Integrate Career Center with Advisors, Credit for prior learning

(Annemarie)-Assessment of Gen. Eds., dual credit, “significant work” what does that look like in a course

(Doug)-having relationships with instructors, other students, clubs etc.

(Laurie)-Dept. of Ed. taking trends very seriously. Access, availability etc., think more globally too, don’t forget about co-curricular.
- HEDW Conference Overview
 - **Data Governance (Jacob Puckett-guest from website dev. office)**
 - **Beginning this Fall Dr. Powell wants to create a Data Governance Committee which will compile a Data Warehouse with its foundation as Data Governance.**
- Budget/Spending and Assessment Concerns (**Brian Zalesky-guest from Budget office**)

- **A spread sheet was shared with committee. There will be a form soon located on our website regarding professional development. This form will need to be completed for conference attendance etc.**
- **Program/Service Area Reviews Progress**
 - **Carolyn gave an update. They have looked at rubric and reviewed documents. Some areas of weakness were indicated. They met with some of the Program Directors regarding using consistent formats etc. Will meet again on 4/29/19.**
- **HLC Focused Visit Document**
 - **Todd met with Dr. Powell on the need to start writing the document. Deadline is Oct. 15th. Three specific areas of concern with the main area being Criterion 4b.**
- **Watermark and Portal (initial users)**
 - **There are still some problems with the Portal. Brianna (Todd's assistant) will start entering the Program Outcomes as soon as the issues are resolved.**

Has everyone had an opportunity to make a comment? **Eric said Administrative Evaluations will be coming out on 4/29 for two weeks.**

Repeat to Remember, Remember to Repeat Recap

Todd to: Send out Assessment email to faculty. EOC Survey- take out Identification portion. Oct. 15th deadline HLC Focused Visit Document.

Who needs to know? Who's going to tell them?

VI. OTHER BUSINESS

VII. ADJOURNMENT

- **Annemarie motioned, Racheal seconded, the motion passed. Meeting adjourned at 5:19 PM.**