



Institutional Assessment Committee (IAC) Meeting Minutes

January 30, 2019

4:00 p.m. Fireplace Conference Room

IAC Members Present: **Todd DeKay, Annemarie Oldfield, Jesse Davis, Ron Flury, Edna Yokum, Cheryl Vineyard, Laurie Jensen, Doug Texter, Abrianna Galindo (student), Robert Moore, Kim Childress, and Sherry Durand (recording secretary)**

Guests: **Corey Fisher & Nika Najafova (Advising)**

I. CALL TO ORDER

Todd, chair called the meeting to order at 4:02 p.m. A quorum was declared.

II. CHANGES TO THE AGENDA

III. APPROVAL OF MINUTES – Annemarie made the motion to approve the minutes with correction. Ron seconded the motion. All in favor. Motion passed.

IV. OPEN ISSUES

None

V. NEW ISSUES

- Reflection (Todd)
 - **Our committee met for the 1st time in June 2018. Todd shared and congratulated the IAC members for all the accomplishments they have achieved. Annemarie brought some cake to celebrate.**
- Collaboration Course Assessment Artifact Submission timeline (Todd/Laurie)
 - **Results of this process is posted online. The faculty participants are: Dr. Bob Phillips (ASE), Maureen**

Olguin (ASE), Diane Klassen (TE), Vanessa Stroman (HSE), Alan Trever (TE), Eric Mann (HSE), Karen Cain (HSE), Romo Villegas (TE), Christina Weir (ASE), and Robin Billington (ASE).

- **Also, build a place in Taskstream to collect digital data, etc.**
- **Also add instructions for assignment**
- **and add rubric for faculty to see**
- **set up modules in Taskstream**

This is a good topic to discuss at the next Train the Trainer

Lynn made a motion to approve this plan and to accept the names of the faculty participants. Jesse seconded the motion. All in favor. Motion passed.

- **General Education Critical Thinking Assessment, (spring 2020 analysis) Edna/Annemarie**
 - **There is a rubric. 238 participated. Now we need to know who will do the reviewing and grading. Annemarie recommended Doug and his team to do the norming along with Coy and Krista. Friday, Feb. 21st from 8-12. Todd and Annemarie will send examples before the Feb. 21st meeting.**
 - **Jesse made the motion: Gen Ed Committee will meet on Feb. 21st at 8am to analyze the Critical Thinking data collected in the fall semester. The following were chosen: Doug, Robin B., Dara, Eric, Coy, Nick, and Krista. Doug seconded the motion. All in favor. Motion passed.**
- **Dr. Peter Jonas—for PD event this spring (Todd)**
 - **Todd showed a sample of Dr. Jonas' presentation via internet. Ron made the motion the have Dr. Peter Jonas do a total of two presentations at the spring assessment event. One presentation for all. Another for the IAC. Lynn seconded the motion. All in favor. Motion passed.**

- Program Review Progress 2018-19 (Close-out) 2019-20 (progress)
PR group
 - **All the information is in a binder that Edna has. She has specific information regarding the Program Review Schedule. The calendar is online. Only 2 of 11 have been submitted. This is a problem. They were due Jan. 2020.**
 - **PEC is past the deadline.**
 - **Romo Villegas never did it.**

- Define Specific Duties for Program Review Committee Members (Annemarie)
 - **Six committee members: Ron, Jesse, Edna, Nika, Kim, and Pam Collins; will meet Tuesday, Feb. 4th at 8 am in LRC –Student Success Center to create specific duties.**
- HLC Focused Visit Documentation Submitted (Todd/Annemarie)
 - **Document submitted January 17th, 2020. Everyone is encouraged to read it and click on the links. (Cosmolink-HLC documents.)**
- Fall 2019 Ruffalo Noel-Levitz campus actions (Todd/Nika)
 - **The results will be going out to the students soon.**
 - **Nika spoke on how Advising will be addressing poor responses to two of the survey questions.**
 - **1. My Academic Advisor is approachable.**
 - **Mini call center**
 - **Webpage updated to book advising appointments**
 - **Office hours in ITC**
 - **Registration workshops**
 - **2. My Academic Advisor is knowledgeable about my program.**
 - **Official training for new and current advisors**
 - **Advisors will visit with program directors in their areas**
 - **Advisors will case manage**
- EOC Surveys(issues/actions) Todd

- **Aggregate results posted online. There are still problems with certain areas not getting done.**
- Syllabi Repository in new SharePoint (Ron)
- **Overall process is going very well. AVP's will discuss process for submitting and checking syllabi for compliance.**
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- Train the Trainer Workshops (Taskstream) Edna/Jesse
 - **Next workshop will be on Taskstream.**
- 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

- **None**

VII. ADJOURNMENT

- **Ron Made motion, Jesse seconded. Motion passed. Meeting adjourned at 5:30 PM.**

Respectively Submitted by:

Sherry Durand

Next Meeting: February 27, 2020