



Institutional Assessment Committee (IAC) Meeting Minutes

November 21, 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, Eric Gomez, Abrianna Galindo (student), and Sherry Durand (recording secretary)**

Guests:

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 – Ron made the motion to approve the minutes. Doug seconded the motion. All in favor. Motion passed.

IV. OPEN ISSUES

None

V. NEW ISSUES

- December IAC Meeting?
 - **Ron made motion to *not* have meeting in December. Our next meeting will be in January 2020. Jesse seconded. All in favor. Motion passed.**
- Try-it, Track-it Skit/Exercise for January In-service
Lynne was not in attendance. This item will carry over until our next meeting.
- HLC Focused Visit Document

- **Annemarie gave document to Dr. Powell. Todd is compiling the three (3) documents into one (1). On Monday it will be reviewed again, then it will go to the “reader”.**
- **Fall 2019 Ruffalo Noel-Levitz Results update**
 - **Todd-Responses came out this week. We are well above the national norms in most categories. Challenges: Advising & Registration areas. On Jan. 15th sending “challenge items” to those areas to respond. Deadline to respond will be Jan. 30th at noon.**
- **EOC Surveys in progress**
 - **36% have been done. Overall responses are about the same as last term. Issues on getting Youth Challenge to be part of this survey since their semester ends early this semester. Survey will close on time. Todd will work out issue with Youth Challenge on getting theirs done.**
- **One Syllabus progress report**
 - **Ron- Overall process is going very well. There are two (2) concerns: The committee has not met and the work on the link needs to be done. After AVP’s receive the syllabi, they will upload into Sharepoint.**
- **Train the Trainer Workshop on 11/14/19 feedback**
 - **Edna- this was the best one so far. Working one on one was very effective.**
- **General Education Critical Thinking Assessment, (spring 2020 analysis)**
 - **235 have been collected. To use the same response form that was used for Communication for this spring. Annemarie will appoint 6 faculty members. 3 from ASE. 3 total from TE and/or Health. 1 at large.**
- **Collaboration Course Assessment Artifact Review timeline**
 - **A “process” is needed. Last semester people were picked at random. Laurie’s area will present a process since they will be doing this process as a pilot this spring.**

AVP's will map courses to ILO's and provide map to IAC by January meeting.

- Program Review Progress 2018-19 (Close-out) 2019-20 (progress)
 - **Edna has put together a book.**
- PLO for rest of Certificates
 - **Todd will check with Morgan and will re-send PLO list etc.**
- Has everyone had an opportunity to make a comment?
 - **None**
- Repeat to Remember, Remember to Repeat Recap
- Who needs to know? Who's going to tell them?
 - **No IAC meeting in December**
 - **HLC Focused visit document is on track.**
 - **Todd work on EOC Surveys with Youth Challenge**
 - **Master syllabus is moving forward**
 -

VI. OTHER BUSINESS

- **None**

VII. ADJOURNMENT

- **Eric motioned, Edna seconded. Motion passed. Meeting adjourned at 4:58 PM.**

Respectively Submitted by:

Sherry Durand

Next Meeting: January 30, 2020