



Institutional Assessment Committee (IAC) Meeting Minutes

September 26, 2019

4:00 p.m. Fireplace Conference Room

IAC Members Present: **Todd DeKay, Annemarie Oldfield, Doug Texter, Jessie Davis, Carolyn Vigil, Ron Flury, Kim Childress, Robert Moore (Interim AVP for A&S ed.), Edna Yokum, Cheryl Vineyard, Lynn Cary, and Sherry Durand (recording secretary)**

Guests:

I. CALL TO ORDER

Todd, chair called the meeting to order at 4:00 p.m. A quorum was declared.

II. CHANGES TO THE AGENDA

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

IV. OPEN ISSUES NONE

V. NEW ISSUES

- Syllabus, Syllabi, and Syllabrating Uniformity
 - **Ron & Robert presented what they had been working on. It will have two documents. After some feedback, it was decided that there will be two examples to present to faculty. Both examples will be sent to the faculty on Oct. 1st. Then the input to go from faculty to their senators before the next Faculty Senate Oct. 11th.**
- Monthly Faculty Report to Core Team on Assessment

- **Edna make motion to have Ron attend next Core Team meeting on Oct. 2nd at 9:00 am. Jessie seconded. All in favor. Motion passed.**
- Mapping of one ILO to PLO/courses this fall
 - **Tabled**
- Train the Trainer Workshops Calendar rest of Fall 2019
 - **Ron made the motion that the remaining trainings will be on Watermark. Will meet next Thursday Oct. 10th from 4-5 pm. Open to everyone. Invites will go out to all directors. Edna seconded the motion. All in favor. Motion passed.**
- General Education Critical Thinking Assessment, fall 2019-Informational
 - **Assessment will be going out on Tuesday. It is all set up in Blackboard. Todd is still waiting for final approval on the incentives.**
- Communication Course Assessment Artifact Submissions (clarity)-Informational
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- HLC Assignments/Responses-Informational
 - **Located on the webpage under Web Academy.**
- Best Colleges to Work for-Informational
 - **Survey will be sent to faculty/staff March 2020. When completed, our results will be compared against other institutions. Complete transparency on results.**
- Program Review Findings
 - **Get general feedback after Program Review. Discuss thoughts on the process. Problems/issues were addressed along the processed.**
- Constitution Day Assessment findings
- Data collection cycles for PLOs
 - **Adding dates. Coming out soon.**
- PLO assessment for Business Admin(round 2), OMT, GenEd, Nursing, Automotive
- HLC Focused Visit Document
 - **3a- Laurie- recently put more narrative.**

- **4b.-Edna- in process. A more focused outline. There is another meeting this next week.**
- **5c. Doug. 5c is the furthest along.**

- Has everyone had an opportunity to make a comment?

- Repeat to Remember, Remember to Repeat Recap
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- Who needs to know? Who's going to tell them?

VI. OTHER BUSINESS

VII. ADJOURNMENT

- **Ron motioned, Annemarie seconded, the motion passed. Meeting adjourned at 5:15 PM.**

Next Meeting: October 31, 2019