

# INSTITUTIONAL ASSESSMENT COMMITTEE (IAC) MEETING

## MEETING MINUTES

2/25/2021

4 pm via Microsoft Teams

### AGENDA ITEMS

### Procedures

- I. CALL TO ORDER **Meeting being recorded.** DeKay Action  
*Meeting called to order at PM.*  
***IAC members present: Todd DeKay, Annemarie Oldfield, Nika Najafova, Lynne Cary, Robert Moore, Rachel Conover, Edna Yokum, Laurie Jensen, Devin Stroman, Ron Flury, Kyle Torke, Jacob Puckett, & Sherry Durand.***  
***Guest: Jacki Starr***
- II. CHANGES TO AGENDA
- a. Would anyone like to add something to the agenda for discussion? DeKay Action  
***Added: (Discussion) Dr. Cary: Follow up EEOC.***
- III. APPROVAL OF MINUTES DeKay Action  
***Rachel motioned for approval of minutes from 1/28/21. Laurie seconded motion. All in favor. Motion carried.***
- IV. OPEN ISSUES
- a. HLC 2021 Visit –235 days away- Progress Report (Teams) Jensen/Moore Information  
***Laurie: Will get Criterion 3 out to her members.***  
***Robert: Meeting last week and meeting tomorrow has/will help significantly.***  
***Todd: Dr. Powell has seen it. Recommends everyone please continue to work on it to get it completed very soon. Todd, Robert & Laurie meeting tomorrow Friday, Feb. 26<sup>th</sup> from 10-12. Will be going over Criterion 3, 4, & 5.***
- b. Taskstream Tasks 2020-2021 update CDL/OTA/Biology DeKay Information  
***OTA done some work already. Making good progress.***  
***BIOL. Dr. Cary working on mapping CLO's. Made good progress. Now working with instructors to get together course activities etc. Goal to have complete by Spring break. CDL not done.***
- c. Program Review 19-20 & 20-21 Amo/DeKay Information  
***Annemarie: (see attachment she sent to Todd) Proposed dates. To finish by. March 4<sup>th</sup> (Safety, Environmental Management, Technologies, OTA will be done)***  
***Todd: contacted Marisela regarding Testing. She is working on it. She should be able to do her Program Review easily. Distance Ed.***  
***Edna is working with Bob Phillips to get it done for HS.***  
***Health programs all have accreditation so should be fairly easy. He will get with them to tie that into Program Review.***
- i. What did 19-20 reviewers learn & change? \$\$\$?
- ii. Who is working with 20-21 reviewers?
- V. NEW ISSUES
- a. Set Budget Training Date for academic/service areas who oversee

budgets DeKay Action  
*Todd: Need faculty and directors for this meeting. March 9<sup>th</sup> at 3:15 PM. Meeting will be recorded for those that cannot attend. Edna motioned to have budget training for March 9<sup>th</sup> at 3:15pm. Rachel 2nd motion. All in favor. Motion carried.*

**b. EEOC (Dr. Cary) added this item today.** Cary Information  
*Lynne: Great EOC Taskforce. Tried to be gender neutral, age, race to have information that was better geared toward the students. She thinks the data will be favorable.  
 Discussion: Responses can be anonymous to instructor. Because this is not urgent. We will think about what data we need for fall. Let's think about it and bring your information to next meeting. Will be action item at next months meeting.*

c. Student Comments/Thoughts with term/assessments/etc. Galindo Information

d. Spring 2021 EOC DeKay Information

*Going out two wks before final week. Have some issues last time. Todd would like someone who is interested to help him this process and how it is submitted. Edna volunteered.*

e. AGA Data Targets (Retention, Completion, etc.) DeKay Information  
*Accountability in Govt. Act. Part of Crit. 4a. (see slide show from Todd) Todd showed committee this report as slide show. Some of things that are tracked: Completion rates, retention, etc.)*

f. Grant Data Targets/Assessment Starr/DeKay Information

*Also as part of item above: Todd showed us the CSI Pathway as example. It includes goals, targets etc.(see slide show from Todd)*

g. HLC Assurance Argument Editor Amo Information  
*Annemarie: Big Thank you to Dr. Torke!!*

h. Great College Survey Spring 2021 DeKay Information

*Todd: Coming in March. Will include questions on Covid. Will go out to all faculty, Admin., support, professional. Survey takes about 15 minutes. Encourage people to participate.*

i. Media Preference Survey Update Jacob Information  
*Jacob: Survey went out about a week ago. How When students want to get information since there is so many different avenues. Target 400 surveys. 100 received. All students except DC should have received email regarding taking this survey. Devin will have this item on Chris Meeks "show".  
 Discussion: Are our students getting survey fatigue?*

j. HLC Assessment Academy 2020-2022 plans (posted online) DeKay Information

*Todd: Planned for next year. Todd has not posted them yet.*

k. CCAC News Baker Information  
*Russell:*

l. Strategic Plan Progress Report Moore Information  
*Trying to re-market this. One of SIAC objectives is to refresh the plan.*

m. Has everyone had an opportunity to make a comment? DeKay Discussion

n. Repeat to Remember, Remember to Repeat Recap! *DeKay* Discussion

o. Who needs to know? Who's going to tell them?  
*None* *DeKay* Discussion

VI. OTHER BUSINESS

*Next meeting date change due to spring break. March 18<sup>th</sup>2021.*

VII. ADJOURNMENT

*Robert made motion to adjourn. Rachel seconded the motion. All in favor. Motion carried. Meeting adjourned at 5:04 pm.*

*Respectfully submitted (w/ correction)by:*

*Sherry Durand  
Recording secretary  
Administrative Assistant-ASE  
ENMU-R*

**Next Meeting: TBD  
3/18/2021**