



Institutional Assessment Committee (IAC) Meeting Minutes  
August 16, 2018  
4:00 p.m. OTC Conference Room  
**DRAFT**

IAC Members Present: Todd DeKay, Chair; Annemarie Oldfield, Chad Smith, Doug Texter, Ron Flurry, Edna Yokum, Eric Gomez, and Carolyn Vigil.

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I. CALL TO ORDER

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

II. CHANGES TO THE AGENDA

***Changes to agenda: Assess Progress (MAP) and Philosophy of Assessment discussion moved to next meeting.***

III. APPROVAL OF MINUTES

***Eric Gomez made a motion to approve the minutes of July 20, 2018. Doug Texter seconded. All in favor. None opposed. The chair indicated the minutes were approved as written.***

IV. OPEN ISSUES

- Student Representative
  - Carolyn Vigil made a motion to approve Santana Montez as IAC student representative. Annmarie Oldfield seconded the motion.
    - Motion tabled until Santana expresses willingness to be student representative. Carolyn Vigil to contact student and report back.
    - Discussion: Bring one student representative in at this time and add a second student representative in 6 months' time.
- Fall Student Learning Assessment Workshops
  - Eric to approach faculty to get faculty input on workshop ideas.

V. NEW ISSUES

- Business Admin Assessment Team (Todd DeKay)
  - More assistance needed to assist Business Admin through execution of ILO's and PLO's so the pilot can be completed by January 2018.
    - Subcommittee formed to assist Bus Admin. Eric Gomez, Rachel Conover, Annmarie Oldfield, and Ron Flurry to assist with Bus Admin.

- Template will be created to assist Bus Admin through the assessment process and identify errors in the process that need to be fixed before moving forward with other programs.
    - Ron Flurry to contact Dianne and Carol with Bus Admin and set up a meeting.
  - Moving forward the review subcommittee will work with another program already scheduled for review to go through the initial revamp of the review process.
- NIOLA Coach Application (Doug Texter)
  - Information disseminated information on the goals, the benefits, impact on faculty, and the institutional interest and expectations if a NILOA Coach to campus sometime in February or March 2019.
  - Eric Gomez suggested the NIOLA coach visit January 10, 2019 for a regularly scheduled faculty in-service.
- ILO posters/banners (Todd DeKay)
  - Raul is working on 4-5 banners, each 3ft. x 10 ft. Banners will be placed in the registration area, divisions, and the success center.
  - The banner will also be shown on the university web site, and Blackboard.
- Assessment Kick-off Event 08/23 (Annemarie Oldfield)
  - Annemarie has written a skit to present to the faculty to explain the assessment process and relate it to everyday teaching methods. The skit will be presented at faculty in-service on August 23.
  - Participating committee members: Annemarie, Todd, Eric, Edna, and Rachel
- Faculty Assessment Presentation (Faculty)
  - Power point presentation to introduce formative, assessment and student learning will be done at both faculty in-service and in the all staff meeting on Aug. 23<sup>rd</sup>.
  - Discussion on faculty from this committee presenting information to aid in faculty buy in.
    - Doug Texter to present the information.
  - Acknowledgement of Dianne and Carol for their willingness to be the pilot program.
  - MAP to SLI
  - Try it track it form
    - Used to document what we are doing to improve and how what was tried worked.
  - End of course surveys
    - Ruffalo Noel Levitz Student Surveys
  - Points to make with faculty
    - User friendly
    - Self-reflection important
    - Assessment is not about proving program sustainability
    - Focus on student learning
    - Assist with program accreditation
  - Edna will revise the power point presentation and receive ideas from committee on what topics need to be covered.
- In-service Assessment Topic/Material 08/24 (Todd DeKay)

- 5 minute presentation
- Todd to develop framework, assign and send it out.
- Update on Program Review (Flury et al)
  - Program review is being streamlined.
  - Form with book of directions for program review
    - Introduction of SIP codes
    - Limit the number of characters on the form
    - Todd provides the data needed for review
    - Expenses, long and short term goals, and program needs
    - Information filled out yearly then a 5 year program plan with more focus is developed.
  - Discussion on anticipated difficulties with buy in on program review. Need to demonstrate that changes will be made as a result of the work done to close the loop. Identify areas of improvement and plan professional development to provide the tools necessary to succeed. Use the tools to improve student learning.
- Assessment Grapevine Articles
  - Articles will be coming out in the Grapevine. The first article will be on Try it Track it. We have a space monthly and may also use the article to provide assessment information.

**VI. OTHER BUSINESS**

- Need for a dedicated IAC committee email. Todd to call Ched in IT and have IAC dedicated email created.

**VII. ACTION ITEMS COMPLETED**

**VIII. ADJOURNMENT**

**Annemarie made a motion to adjourn. Eric seconded the motion. All in favor. Motion passed. The meeting was adjourned at 5:24 p.m.**

**Next meeting scheduled: Thursday, September 20, 2018, 4:00 p.m.**

Respectfully submitted,

Todd DeKay, chairman

Rachel Conover recording secretary