



Institutional Assessment Committee (IAC) Meeting Minutes  
September 27, 2018  
4:00 p.m. Student Services Conference Room  
**DRAFT**

IAC Members Present: Todd DeKay, Chair; Annemarie Oldfield, Chad Smith, Doug Texter, Ron Flury, Edna Yokum, Eric Gomez, Jessie Davis, Sherry Durand, Dr. Ken Maguire, Dr. Lynne Cary, Rachel Conover, Isaac Montes, and Carolyn Vigil.

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- I. CALL TO ORDER  
***Todd DeKay, chair called meeting to order at 4:05 p.m.***
- II. CHANGES TO THE AGENDA
- III. APPROVAL OF MINUTES  
***Annemarie Oldfield made a motion to approve the minutes of August 16, 2018 with two revisions: Mr. Flury's name was spelled incorrectly and Jessie Davis was in attendance. Jessie Davis seconded. All in favor. None opposed. The chair indicated the minutes were approved with corrections.***
- IV. OPEN ISSUES
- V. NEW ISSUES
  - Introduction of student Isaac Montes. ***Mr. Montes is a Criminal Justice major. The IAC welcomed Mr. Montes.***
  - Introduction/Inclusion of Dr. Lynne Cary ***Ms. Oldfield introduced Dr. Lynne Cary. She is the A & S ed. newest full time faculty member. She has a history with assessment and will be an asset to the IAC. In order to add Dr. Cary to this group, an adjustment will need to be made to our charter to include: faculty chair & assessment. Annemarie Oldfield made the motion to adjust the charter for the additional member. Ron Flury seconded the motion. All in favor. Motion passed.***
  - ILO posters/banners—purchase stands for banners? ***Jessie Davis made motion to purchase 6 stands that will be at each of the following buildings on campus: Health, ITC, IC, Student Services, Administration and LRC Success Center. Rachel seconded the motion.***
  - EOC Evaluations ***Edna Yokum made the motion to approve to have the End of Course Evaluations Nov. 26-Dec. 7<sup>th</sup>, 2018. Ron Flury seconded the motion. All in favor. Motion passed. Discussion: Todd will follow up on the questions whether the evaluation kit has an opt out option that can be done by class.***
  - Philosophy of Assessment (adjusted) ***7 step program. Todd will change on the website. Chad will send out to committee. Jessie Davis made the motion to***

**accept the Philosophy of Assessment adjustments. Rachel Conover seconded the motion. All in favor. Motion passed.**

- MAP—Move-Assess-Progress **No change except that Ron fixed the link. This is not a static document. It is still “morphing.” (Ron-CIT. Diane-Business. Carol-Bookkeeping/accounting.)**
- Use IAC as Program Review Panel **Discussion: the current make-up of the Program Review Committee is in the P & P Manual. Can recommend that the current IAC would design the process of how Program Review Comm. Members are. The concern is that the current comm. members have no buy in to the presenter and also buy in to what is being presented. Recommended as sub-committee to 1) monitor and follow thru on if process is followed/completed and to 2) then a presentation/showcase is done. Dr. Maguire made a motion to table this item until the next meeting. Edna Yokum seconded the motion. All in favor. Motion passed.**
- Business Admin Assessment Team (Todd DeKay) **This item was skipped.**
- Update Program Review **Edna Yokum passed out the sample 1 year and 5 year packets to members. She spoke on how the process is streamlined and simpler. These provide better documentation/evidence trail from year 1 to 5 year program review. Members need to send changes to Ron Flury.**
- Fall Student Learning and Assessment Workshop **Wanda Baker will be on campus Oct. 5<sup>th</sup>, 2018.**
- Data Governance Committee Discussion **Dr. Powell introduced this new committee to: increase data to people and to increase data decisions. Doug Texter will be on this committee.**
- Ruffalo-Noel-Levitz Oct 2-12<sup>th</sup> **There will be an announcement on blackboard.**
- Repeat to Remember, Remember to Repeat Recap
- Who needs to know? Who’s going to tell them?
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**VI. OTHER BUSINESS**

**VII. ACTION ITEMS COMPLETED**

**VIII. ADJOURNMENT Edna Yokum made the motion to adjourn. Eric Gomez seconded the motion. All in favor. Motion passed. The meeting was adjourned at 5:26 PM.**

**Next meeting scheduled: Thursday, October 25, 2018, 4:00 p.m.**

Respectfully submitted,

Todd DeKay, chairman

Sherry Durand recording secretary