



Institutional Assessment Committee (IAC) Meeting Minutes  
February 15, 2018  
3:30 PM, CUB 102, Fireplace Room  
**DRAFT**

**IAC Invitees Present: Todd DeKay, Chair;** Rollah Aston, Dr. Russell Baker, Kim Childress, Sherry Durand, Annemarie Oldfield, Chad Smith, Dyan Ellington, Carolyn Vigil, and Dr. Bob Phillips.

IAC members Absent: Dr. Ken Maguire, Eric Gomez

IAC Invitees Absent:

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**I. CALL TO ORDER**

Todd DeKay started the meeting at 3:36 p.m.

**II. CHANGES TO THE AGENDA**

Changes to agenda. Since Bob Phillips needs to leave early, the item “Institutional Learning Outcomes” under V. New Issues was moved up to be the first item on the agenda.

**III. APPROVAL OF MINUTES**

**Rollah Aston made a motion to approve the minutes of January 18, 2018.**

**Annemarie Oldfield seconded. All in favor. None opposed. The chair indicated the minutes were approved as written.**

**IV. NEW ISSUES**

**Institutional Learning Outcomes (ILOs)**

- ILO’s choices/selection approval

- (see handout #1)

Dr. Phillips and Mr. DeKay met regarding the list of 116 words and “clump” them together. As they did this, they realized the words fell into 4 “baskets” or clusters of words.

1. Inquiry
2. Collaboration
3. Communication
4. Community

They then discussed and came up with three (3) descriptors that formed organically. Dr. Phillips wanted our committees feedback on what he presented.

IAC Committee feedback and discussion.

Chad asked “what about this is exceptional?” Todd said it was the collaboration/teamwork aspect that stood out to him. It was very organic how they (Bob and Todd) came up with this. Annemarie said it is essential that the Gen. Ed. competencies tie back to this and it does. Bob found that selecting definitions was the most difficult. He liked that this was unique and he didn’t see anything like this done at other colleges. Russell thought there may be issues with the “community environmental responsibility” portion. Chad stated

that in the Aviation programs there is a big concern with the environmental factors such as noise etc. Annemarie and some of the other committees discussed that it is good to engage students to have conversations, whether they agree or not on the topic.

Chad recommended that regarding the outcomes language because of recent litigation perhaps to change the verbiage from “students are able to” to “students should be able to.”

The committee members were very impressed with these handouts and showed “very forward thinking.” Annemarie asked if our committee can make a recommendation before it is posted distributed. To whom would we make that recommendation? Todd thought it can be sent out campus wide for approval and feedback. He entertained a motion approve. Dr Phillips made a motion and Rollah seconded. The motion was that as a committee, we endorse these 4 dimensions of ILO and present for further approval to V.P.A.A. with plans to get institutional approval. All in favor. Passed. The motion is carried.

## V. OPEN ISSUES

### Publication/Placement of EOC surveys

- Where/how should we publicize EOC results
  - Chad read from the charter and it states that the IAC committee makes the decision of what/where we are obligated to publicize and as to what level.

## VI. NEW ISSUES (con't)

### IAC Charter approval (see handout #2)

There was some discussion regarding the *student representative member* and how they are selected and what role they play on the committee etc. Should it be a Presidential Scholar or perhaps a PTK member? Can we put something in the charter as the procedure, but that we can change the rules as needed when the charter is renewed/reviewed every year. It was recommended we create a IAC Policy & Procedures Handbook.

Kim recommended that the “time served on this committee will be counted toward work-study or student hire hours” not be included in the charter document.

Also, to have just “2 students” is better than just “presidential scholar.” Not all our students come directly from high school. Students need to mirror what our population is. Kim’s concerned with one person doing the nomination. She would rather see the committee do nominations. She thinks it is too restrictive. Chad recommended the wording be as follows, “student members are nominated and approved by members of the IAC Committee to serve no more than 2 year term.”

There was some discussion on how the *faculty* will feel about the their portion of the charter. Eric was not present to discuss this issue. Todd asked “what step is next in order to keep this process moving?” He recommended we push the charter forward to faculty senate. Since Eric is a member of this committee, and he has not indicated that there is a problem with this, the committee did not have any further discussion on the faculty portion of the charter. Todd has agree to meet with Eric and get this issue resolved.

Ms. Oldfield read the remainder of the charter out loud to the committee. It was decided that the committee will not take a vote to approve the charter today Rather Todd will send out the charter with revisions that were discussed to all the committee members to vote on via e-mail before the next meeting.

**VII. ADJOURNMENT**

Annemarie made a motion to adjourn. Rollah Aston seconded motion. All in favor.  
Motion passed. The meeting was adjourned at 5:10 p.m.

**Next meeting scheduled: Thursday, March 22, 2018, 3:30 p.m. CUB 102 (Fireplace Room)**

Respectfully submitted,

Todd DeKay, chairman

Sherry Durand, recording secretary

Date Approved: