



Institutional Assessment Committee (IAC) Meeting Minutes  
June 21, 2018  
4:00 PM, OTC, Conference Room  
**DRAFT**

IAC Invitees Present: Todd DeKay, Chair; Kim Childress, Sherry Durand, Annemarie Oldfield, Chad Smith, Ron Flury, Edna Yokum, Rachel Conover, Doug Texter, Jessie Davis, and Carolyn Vigil.

IAC members Absent: *Dr. Ken Maguire*

IAC Invitees Absent:

Guest:

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I. CALL TO ORDER

***Todd DeKay started the meeting at 4:00 p.m.***

II. CHANGES TO THE AGENDA

III. APPROVAL OF MINUTES

***Chad made a motion to approve the minutes of April 19, 2018. Annemarie Oldfield seconded. All in favor. None opposed. The chair indicated the minutes were approved as written.***

IV. OPEN ISSUES

- Student Representative still needed for IAC.

V. NEW ISSUES

- Assessment Academy Project Overview and Timeline Report  
***Todd presented a timeline. He was asked to update the timeline to have a breakdown of individual items/due dates toward reaching the final deadline due date for the Business Administration of Oct. 15<sup>th</sup>.***
  - Glossary in works
  - Philosophy of Assessment
  - Assessment Kick-off Event ***Annemarie is planning a skit for the in-service on Aug. 24<sup>th</sup> titled "Assessment is a piece of cake."***
  - One Program Assessment Pilot to be followed with General Education, Nursing, and Automotive Technology areas
- NMHEAA in Ruidoso PR Project
- Update Bb Assessment Organization Student Learning and Assessment Website Up. ***Todd showed the committee how to get into the IAC Assessment Bb. It is called "Assessment and Student Learning" and is located right now under "ABOUT" at the top of web page. Sherry will get with Todd on posting IAC Agendas and minutes.***

- - Try-it Track-it Form
  - Samples of Outcomes
- Review HLC Report Due June 24<sup>th</sup>
- Permission to post—Who decides? **After some discussion Chad Smith made a motion that the IAC can approve any assessment data before it is publicly posted. Annemarie seconded the motion. All in favor. Motion passed.**
- Fall Student Learning and Assessment Workshops? **Members will do Bb discussion on workshops for Fall 2018.**
- Repeat to Remember, Remember to Repeat—Recap
- Who needs to know? Who's going to tell them?

VI. OTHER BUSINESS

- VII. ACTION ITEMS COMPLETED- **Website developed, Try-it, Track-it form created for ENMU-Roswell, Focus plans being processed.**

VII. ADJOURNMENT

**Annemarie made a motion to adjourn. Jessie seconded motion. All in favor. Motion passed. The meeting was adjourned at 4:56 p.m.**

**Next meeting scheduled: Thursday, July 19, 2018, 3:30 p.m. CUB 102 (Fireplace Room)**

Respectfully submitted,

Todd DeKay, chairman

Sherry Durand, recording secretary

Date Approved: