

Minutes: Institutional Assessment Committee (IAC) Meeting 07/20/2018

In attendance: Todd DeKay, Edna Yokum, Kim Childress, Chad Smith, Doug Texter, Ken Maguire, Annemarie Oldfield, Brianna Bitner

Call to Order by Todd DeKay at 9:09am

There were no changes to the agenda.

Minutes from meeting on 06/21/2018 were approved; Edna Yokum moved to accept the minutes as written and Annemarie Oldfield seconded. Motion passed.

Open Issues:

Todd stated we are still on hunt for a Student Representative. Brianna suggested PTK student Shyla Ervin. We will need to check with Carolyn Vigil to see if she is a Presidential Scholar.

The Assessment Academy Assignment is still pending.

New Issues:

The glossary has been finished with assistance from Doug Texter. Everyone went over the glossary, looks good. Annemarie Oldfield motioned for glossary to be posted as a working document and Doug Texter seconded. Motion passed.

Chad Smith discussed the Philosophy Assessment. There was a correction to the document, second line between so and students to add the word "that". There was some discussion regarding whether or not to use recursive or cyclical. The decision was made to use recursive on the third line between requires and assessment. Line 3 under actions has been changed to "use consistently applied processes and tools to measure student learning".

NILOA discussion on requesting a Coach Visit. Coach visits are to advance and accelerate campus initiatives to enhance student learning. There is a number of different programs to choose from and there was discussion on which one to apply for. The two discussed were program design and VALUES Rubric. It was moved by Edna Yokum and seconded by Annemarie Oldfield to move forward with the request for the VALUES Rubric. Motioned passed. Doug Texter, Tod DeKay, and Jesse Davis will work together to write the proposal for the Coach request which is due October 15 for a spring visit.

ILO posters and banners. The committee would like to get this information out to the campus and community. Discussion on where and how to get this out. Ideas were the web page, library board, high schools, bookmarks. Suggestion was made to get with Raul and Bob Phillips to help get this going. A motion was made by Edna Yokum and seconded by Annemarie Oldfield to move to get this out to the campus and community through these different means. Motion passed.

Chad Smith discussed MAP. He presented a spreadsheet that can be updated with hyperlinks to steps. This is a 12 step program and had been revised from prior use by different campus's. There was discussion on the steps and on how they will work for each course/program. There is some urgency to get this done, but it is a work in progress. Program review should help with the steps and each assessment. There was discussion on decreasing the number of questions, but this MAP spreadsheet

has already been vetted by others to use and some questions have already been removed. Ron Flury and his group will continue working on this. The first program/course is Business Administration.

In – Service Assessment Topic and Material. We do not want to overload people with a lot of information at this time. Dr. Maguire can give a brief ten-minute update at the Faculty/Staff meeting being held by Dr. Gamble on July 26th. From there information can be presented at the full staff in – service and at the faculty in –service at the end of August.

There will be an Assessment Kick Off on August 23. Annemarie Oldfield has been working to put this event together. These will be short skits and will be held in OTC 124.

Edna Yokum and Kim Childress have been working on Program Review materials in regards to information they received at NMHEAA in Ruidoso. They are working on some new templates for every five-year program review. They do plan on doing an assessment every year in regards to the initial program review so they can check recommendations and follow up with what was originally discussed.

Discussion on Student Learning Outcomes Workshops was started by Todd DeKay. We need to have more workshops for students and Professional Development. It was suggested that Fridays were the best by Annemarie Oldfield as many students and faculty do not have classes that day. Doug Texter and Todd DeKay will look into creating these workshops.

We have a new program, “Try It/Track It” that is now online. Discussion was made to post all or some of the results on Blackboard. This may be too much information for some and possible review on Fridays of what comes in and one or two posted on Monday. There will be more discussion about this later.

Annemarie Oldfield went over Repeat to Remember, Remember to Repeat Recap. Everyone agreed with her recap.

A motion was made to adjourn the meeting by Edna Yokum and seconded by Doug Texter at 10:59am. Motion passed.

Respectfully

Brianna Bitner (pro-tem Secretary)