

## **Institutional Assessment Committee Minutes**

**September 28, 2023**

**Committee Co-Chairs:** Tanda Emanuel, Instructor/Program Coordinator, Electronic Health Records/Health, Division of Health Sciences; Carlee Ranalli, Dean, Planning and Institutional Effectiveness

**Committee Members:** Brandon Brereton, Jessica Miller, David Grimes, Erin Murray, Mike Schmidt, Taylor Rigsby, Laura Scafide, Alison Preston (optional)

**Committee Members Present:** Tanda Emanuel, Dr. Carlee Ranalli, Jessica Miller, David Grimes, Erin Murray, Mike Schmidt, Taylor Rigsby, Laura Scafide, Alison Preston

**Committee Members Absent:** Brandon Brereton

I. **Approval of Minutes**

April was a joint meeting with Academic Standards to discuss shared governance processes; therefore, no minutes to approve.

May's meeting was canceled as there was nothing to discuss. No minutes to approve.

II. **Student Services SLOA Discussion –**

The group reviewed Dr. Ohl's non-academic Academic Affairs SLOA report.

Dr. Ranalli met with Dr. Ohl prior to the IA meeting and shared with the group a summary of that meeting.

Dr. Ohl discussed with Dr. Ranalli about things they did really well and what they did not do well. Dr. Ranalli talked about the idea of incorporating what they did into other areas. Dr. Ranalli mentioned that it makes sense to link Academic Affairs to institutional learning outcomes but they don't have to in everything they do. For example, the registrar isn't necessarily able to map to ILO because they interface with students in a different way. They do not directly impact student learning but are impacting student success and other things they do. This leads to the question of how do we assess these goals. Dr. Ranalli talked about how Athletics does surveys and presents an annual report to the board on the successes of student athletes, looking at GPAs and other outcomes that can be incorporated into SLOA. She mentioned this is important data to document. We will look at ways to expand upon what they have done.

Dr. Ohl had each of her areas map to ILOs. Dr. Ranalli comments that they did a great job.

Dr. Ohl mentioned for the next report to change the name from student learning outcomes assessment to student services assessment summary to broaden it beyond the ILO and add some different areas to it as well as collecting more data.

Since Laura Scafide was included under Academic Affairs because of internships, she wants feedback on improving questions that she has created.

Dr. Ranalli ended the conversation by stating this is the documentation that Middle States will be looking for: How are you assessing what you do in terms of continuous improvement, how do you know you are doing things that you think you are doing, how do you know whether or not students are impacted by what you are doing. Having data and evidence is really important.

Dr. Ranalli mentioned Aaron is joining us from LT and will be doing a survey to collect data from faculty.

### **III. Other Student Surveys Update**

The PIE office is swamped with survey requests.

PIE is working with DEI Committee to create a diversity survey to measure campus climate to meet Middle States standards. This survey will go out in Spring 2024.

PIE is working with Retention and Registration to create a survey related to retention issues. Currently, Retention is doing focus groups.

The Sexual Assault survey will occur in the Spring 2024.

Lastly, since the college has hired a new custodial service, a survey will be created to assess their performance.

### **IV. October Meeting- Joint with Academic Standards for CCSSE Results Discussion**

IA and Academic Standards will have a joint meeting in October and will review the previous and current CCSSE results.

### **V. Middle States update**

Dr. Ranalli mentioned that the seven working group outlines are due by Oct 16. There are plans of creating a rubric to make sure all items are met.

Tanda Emanuel asked where updated policies can be found. Dr. Ranalli suggested going to HCC's website and search for the Board of Trustee's policy manual. Within this manual, all policies have been updated within

the past five years and approved by board of trustees. She explained that Dr. Klauber wants all policies updated within 5 years; therefore, the best place is to get them from BOTs.

Dr. Ranalli shared with the group that at the last Governance Council Meeting, there was a vote to approve a charge to review the structure and procedures of shared governance in the spring. Eric Schwartz will be heading up the group.

**VI. Questions and Other Discussion**

Dr. Ranalli announced that she is part of an Affinity group for assessments. The group is meeting on October 20 and the speaker, Joseph Levy will speak on the topic of Assessment as a Vehicle to Advance Equity. The meeting is open to the public via Zoom.

**VII. Adjournment**

Meeting adjourned 3:01 pm.