

Institutional Assessment Committee Minutes

April 25, 2024

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, David Grimes, Jessica Miller, Brandon Brereton, Mike Schmidt, Taylor Rigsby, Laura Scafide, Alison Preston

- I. **Approval of Minutes:** The March minutes were approved by Mike Schmidt and Jessica Miller.

- II. Proposed changes to committee: Dr. Ranalli shared with the group the work that the review of the shared governance committee has been doing. The committee was comprised of 3 administrators and 3 faculty that have been going through the guide of shared governance to clean it up, looking for inconsistencies, making sure processes are clear in the manual, and trying to streamline some things. Carlee commented that was nice to have a technical writer on the group and that there is an executive summary of changes that were made. Some of the changes were simple changes such as title changes and the direction of the committee moving forward. Dr. Ranalli stated she talked with Academic Standards because the changes impacted them as well. The proposal that is going forth to the Governance Council next week is as follows: Currently, Academic Standards is called the Academic Standards and Outcome Assessment Committee; however, in the original manual this committee was called the Assessment Committee, so that meant two committees had “assessment” in their name, which was confusing. The decision was made that one would be called Institutional Assessment Committee because they would look at things nonacademic; whereas Academic Standards and Outcome Assessment Committee would be handling academic assessment issues.

To centralize assessments, the proposal will go to the Governance Council that the Academic Standards Committee will just be that. They will focus on policies and procedures that maintain high academic standards at HCC and they will not be charged with doing assessments. IAC will revert to the assessment committee and the purview will be institutional, gen eds, programs, course, and nonacademic campus-wide assessments. To accomplish this, the IAC committee structure will change, pending approval by the Governance Council. There will be four faculty representatives; 1 co-chair and 3 faculty. No final decision has been made, but SLOA work will probably come to the IAC.

Dr. Ranalli asked if there were any questions or comments. David Grimes asked whether the committee would get larger or would existing members leave so the three new faculty could join? Carlee emphasized that the committee would get larger and that a division director would hold a permanent spot on the committee. She commented that the DOI will be an ex officio member. Working out details as there is a conflict in meeting times. The DOI will be working with faculty on professional development.

- III. Surveys Update: Taylor updated the group on the Grad survey. She noted that there were 121 responses thus far which is a 20% response rate. Dr. Ranalli commented that the Grad Survey was part of the data walk. Taylor commented that a lot of the same questions were kept and that the survey changed how students pick their degrees to more reflect what we have at HCC.

Faculty staff survey – Carlee updated the group on the faculty survey. There were 150 responses on the survey, so good feedback. The survey will close on Monday and a report will be issued. She added that the faculty got questions about AI and how AI is addressed on campus.

David Grimes asked Dr. Ranalli if it is possible to include in the email an estimate of how long it will take to complete a survey or how many questions there are on the survey. Anything to help the respondent judge how much time they have to set aside to complete the survey to help encourage them to start it.

Mike asked about changes to IAC. Carlee commented that the Governance Council will vote next week and implement the changes starting in the fall.

- IV. Questions and Other Discussion – Dr. Ranalli announced that she and Dr. Klauber will meet with the Chair of Middle States next week. They will determine the dates of her visit to campus in the fall, as well as the schedule for the Middle States visit in the spring.
- V. Adjournment – The meeting adjourned at 3:25 pm.