



# Team Outcomes Innovation Council (OIC)



**Date** 04/21/2026

**Place** APC290

## Topic(s)

- HLC Criteria 3 evidence
- 5-Year ICCB Schedule Audit
- Curriculum Maps
- Outcomes Reports Evidence
- Outcomes Reporting Forms
- Program Review
- Co-curriculum assessment
- First-year experience assessment
- Qualtrics outcomes reporting
- Institutional Research and Analytics

## Attendees (Present in Bold)

- |                           |                        |
|---------------------------|------------------------|
| • Maribeth Brown          | • Michelle Lindquist   |
| • <b>Chadd Engel</b>      | • <b>Lilia Mendoza</b> |
| • Marleigha Evans         | • Carrie Needham       |
| • Jen Howard              | • Jenissa Nino         |
| • Heather LaCost          | • Amy Powers           |
| • <b>Tracy Limbrunner</b> | • Sarah Quirk          |
| • <b>Elior Iseli</b>      | • Sheela Vemu          |

## Agenda

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| <ul style="list-style-type: none"> <li>• Review HLC Criteria 3 content in Google Drive</li> <li>• Review 5-Year ICCB Schedule Audit materials</li> <li>• Review Curriculum Maps</li> <li>• Review Outcomes Reports Evidence and assessment documentation</li> <li>• Review Outcomes Reporting Forms</li> </ul> | <ul style="list-style-type: none"> <li>• Review Program Review evidence</li> <li>• Discuss gaps in co-curriculum assessment</li> <li>• Discuss first-year experience course assessment needs</li> <li>• Discuss use of Qualtrics for outcomes reporting</li> <li>• Introduction of Yun Xiang and her role in Institutional Research and Analytics</li> </ul> |
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## Discussion

- See page 2

## Notes

- Co-curriculum assessment remains an area needing further development.
- An official assessment plan for basic college knowledge courses has not yet been formalized.
- Meetings to develop the assessment plan will be scheduled by the dean in the near future.
- Qualtrics will be used as a central tool for collecting new assessment information.

Upcoming dates:

Tuesdays | 2:30-4:00 p.m. | APC290

- April 21, 2026
- May 5, 2026 (Team Dinner; TBD)

## Action Items

- Continue organizing HLC Criteria 3 evidence in Google Drive.
- Continue reviewing the 5-Year ICCB Schedule Audit, Curriculum Maps, Outcomes Reports Evidence, Outcomes Reporting Forms, and Program Review documentation.
- Academic Support, DERA, and ASPIRE should continue conversations around assessment for basic college knowledge courses.
- Begin formalizing an assessment plan for these courses.
- Continue developing Qualtrics as a central location for outcomes reporting information.

**Next Meeting** 05/05/2026

## **Additional Notes**

### **Discussion**

- Chadd shared HLC Criteria 3 content in Google Drive, and the committee reviewed the evidence materials.
- The council discussed the need for stronger co-curriculum assessment documentation.
- Members raised concern that Waubonsee does not currently have a required first-year experience program.
- While basic college knowledge courses exist, they are not required for students.
- The effectiveness of those courses will be connected to Academic Support, DERA, and ASPIRE.
- Michelle shared that conversations are already taking place, but an official assessment plan has not yet been formalized.
- Chadd noted that Waubonsee has full control of Qualtrics and that the goal is to funnel new assessment information into Qualtrics.
- Yun Xiang introduced herself to OIC and explained her role in Institutional Research and Analytics.