

**Institutional Effectiveness Council
Meeting Minutes
March 29, 2018**

Present: Marie Miknavich (DIRA), Norayne Rosero (Assessment Liaison), Robert Huyck, Mary Jane Parry, Rosemary Spetka, Alex Haines-Stephan, Jake Mihevc, Rosemary Mink, Jake Mihevc

Excused: Andrew Glidden, Deanna Ferro-Aurience, William Hunt, Lisa Bullet

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 2/28/18 meeting were reviewed and revised. R. Huyck made a motion to approve the minutes; A. Haines-Stephan seconded the motion. The minutes were unanimously approved.
2. **Middle States Team Visit:** N. Rosero discussed the results of the Team Visit with the members of the IEC. The Team Report was very favorable about the culture of assessment at the College, the detailed Institutional Effectiveness & Assessment Plan, and the essential work of the IEC. Overall it was a very good report, and the College will receive the final Commission action after their June meeting.
3. **Google Design Team survey:** M Miknavich met with Melissa Barlett and Karen Getman about their Leadership Academy research project on the usage of Google software (and other technology) for classes. The Survey Subcommittee revised the two surveys to include just two questions. The IEC asked that the various Microsoft Office applications also be added to the surveys. It is expected that the survey will go out to the college community the week of April 20th.
4. **Survey and Research requests:** There have been a lot of surveys and research projects submitted to the Survey Subcommittee and the RRT. M. Miknavich will be working with those groups to firm up guidelines to help ensure that better and more complete proposals will be submitted.
5. **CCSSE/CCFSSE Surveys:** The CCSSE and CCFSSSE surveys will be administered this spring in the month of April. M. Miknavich asked for volunteers to help with administering the survey within the classes. The President has already sent out an announcement email about the surveys. The ICAT survey will be delayed until the fall because of the other surveys going on. The idea of possibly asking faculty to proctor the CCSSE survey by switching with other faculty (rather than IR staff) was discussed.
6. **Eye of the Hawk Award:** One nomination was received for the MNSC Department for the Eye of the Hawk assessment award. The nomination did not fully address specific accomplishments, but did talk about how the award monies could be used to advance assessment. The IEC decided to table the vote until the proposal was amended, and N. Rosero, R. Mink, and A. Haines- Stephan agreed to reword it to focus on the assessment work of the mathematics discipline faculty. The new proposal will be voted on by email.

- 7. NCCBP Survey Key results:** M. Miknavich presented follow up material on the NCCBP data that focused on key indicators that are being looked at through the ATD and Guided Pathways agendas. M. Miknavich will be working on a graphical representation of the longitudinal data for the items.

- 8. Meeting Dates:** The following dates have been reserved for the spring meetings:
April 12, April 26