

Institutional Effectiveness Council
Meeting Minutes
April 12, 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, Andrew Glidden, Deanna Ferro-Aurience

Excused: William Hunt, Lisa Bullet

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 3/29/18 meeting were reviewed. M. Parry made a motion to approve the minutes; R. Spetka seconded the motion. The minutes were unanimously approved.
2. **Membership Change:** Patty Antanavige has joined the Council as a representative from the Student Affairs area.
3. **Eye of the Hawk Award:** N. Rosero thanked the members for voting on the revised wording of the award. She submitted it to the Director of Professional Development and it should be awarded at the Summer Institute. N. Rosero noted that she reviewed past nominations and the type of efforts that were conducted after the award was presented, and this year's nomination was not inconsistent with what had been submitted in previous years. However, this year's nomination did also talk about what the money could be used for. The IEC may want to be more proactive in soliciting nominations for the award and may want to provide additional narrative to be included on the nomination form to assist with the selection process.
4. **CCSSE/CCFSSE:** The surveys are being administered now. N. Rosero was surprised by some of the questions asked at the beginning of the CCFSSE. The IEC discussed examining how useful some of these big surveys are for extracting meaningful data. The SOS and CCSSE are expected of SUNY, so MVCC may not have a choice when it comes to administering them. The College needs to continue to be diligent in examining the data and trying to use that to initiate changes wherever possible.
5. **Survey and Research requests:** Because of the large volume of surveys and research projects that have recently been submitted, the IEC feels that the guidelines should be updated to help ensure that better and more complete proposals will be submitted. M. Miknavich brought a proposal concerning survey development and administration procedures to review. The IEC members suggested changes to the ordering and wording of the document. The intent is to have the survey procedures distributed so that the college community will have them. It was suggested that they could be distributed through email, the IEC website, NFI, New Employee Orientation, All-Academic Meeting, CCED, and Adjunct Training Sessions. It is difficult for the IEC to monitor the results of surveys if the procedures are bypassed. M. Miknavich will work on editing the document. She will also look at presenting a Fall Institute session that will focus on good survey design.
6. **Meeting Dates:** There is one more meeting scheduled for this semester on April 26.