Institutional Effectiveness Council
DRAFT Meeting Minutes
April 26, 2018

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

Excused: Jake Mihevc, William Hunt, Deanna Ferro-Aurience

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 4/12/18 meeting were reviewed and revised. R. Mink made a motion to approve the minutes; A. Glidden seconded the motion. The minutes were unanimously approved

2. **Survey Request Procedures:** M. Miknavich brought a revised version of the survey procedures. The intent is to display these on the website and to distribute them at Administrators' Meetings and All Academic Meetings. R. Huyck made a motion to approve the document; L. Bullet seconded the motion. The document was unanimously approved with suggested edits to add quantifiers to 'minor' changes and to add the email and phone number of the DIRA.

3. **Technology Survey:** M. Miknavich reported that the results of the Technology Survey have been tabulated and sent to the individuals involved in the project. The comments were edited before they we sent on because some people used the survey to make inappropriate comments about individuals. As that was not the intent of the survey, and not appropriate use of assessment instruments, the DIRA edited those comments out from the results. The results will also be shared with the Cabinet.

4. **MSCHE Self Study Team Report:** N. Rosero shared that the final report from the MSCHE Team has been received and is now on the m:drive in the 2018 Self Study folder.

5. **IE&A Plan update:** N. Rosero and M. Miknavich provided an update on work of the IEC and AY2017-18 Institutional Effectiveness & Assessment Plan to the SPC at the April 17th meeting. *N. Rosero noted that the MSCHE Team Report addressed the work of the IEC and the IE&A Plan.*
   The Middle States Team Report noted that:
   - *"The MVCC Institutional Effectiveness and Assessment Plan is the organizing framework for assessment of student achievement of institutional and program goals."*
   - *"Updated annually, the MVCC Institutional Effectiveness and Assessment Plan is a comprehensive roadmap for the assessment of outcomes for academic, service, and administrative areas."*
   - *"The Strategic Planning, Enrollment Management, and Institutional Effectiveness Councils are invaluable to the sustainability of the planning, assessment, and institutional improvement culture of the College."*

Review of work on the IE&A Plan Objectives during 2017-18

Objective 1: Expand efforts to extend culture of assessment to all faculty, staff, and students
- Efforts to promote a "Culture of Assessment" remain a priority.
- Presentations/training sessions on assessment and institutional effectiveness have been made by the Assessment Liaison and Director of Institutional Research and Analysis to various groups (Cabinet, Student Congress, Associate Deans, Directors, SPC, CCED, department faculty/staff, College Institutes, etc.).
- The MVCC Principles of Assessment continue to be distributed and displayed on the website.
- An MVCC Assessment Basics Course has been accessed by several individuals interested in learning more about assessment.
- The annual Data Summit was held in January, with a focus on examining student success data.
- The MVCC Eye of the Hawk Assessment Award will be presented for the fifth year in a row at Summer Institute.
- Assessment and institutional effectiveness data continues to be updated on the IE website.

Objective 2: Maintain procedures for the identification, scheduling, and implementation of assessment activities and for the analysis, publication, and use of results
- Assessments have been conducted, per the timeline approved by the IEC in the fall.
- Communicating assessment results are improving, with more 'user friendly' ways to display longitudinal data through graphs and charts.
- New approaches for documenting the use of the results for improvement is being implemented to support meeting MSCHE standards.
- The IEC continues to look for ways to assist their Units in documenting assessment practices and using the results. A dedicated assessment day would be wonderful way to do this!

Objective 3: Link assessment data to planning, resource allocation, and improvement, not only of the institution but also of the processes themselves
- Linking strategic planning and the budgeting process is still a work in progress but there is a more emphasis on linking between assessment results, planning, and resource allocation.
- The Strategic Planning pivot table provides a visual representation of how the annual unit objectives support the Strategic Plan.
- In preparation for the Self-Study Team visit, the SUNY Council on Assessment rubrics were examined to 'assess the assessment processes' at MVCC. The findings are beneficial in implementing changes to improve the processes in the future.

Objective 4: Ensure proper intake assessment and course placement of students
- Placement testing results as well as other indicators (e.g. SAT scores, ACT scores, Advanced Placement Credit) are used to assist with registering students in courses.
- The placement test continues to be given at additional off-campus locations to make the process more available to prospective students.
- Discipline faculty (for mathematics, ESL, and English courses) continue to monitor the cut-off scores for various courses to ensure that students are being properly placed and new placement testing instruments are being examined.

Objective 5: Ensure opportunity for the assessment of instruction and student learning at the course level
- All course learning outcomes are reviewed by the Assessment Liaison to ensure that SLOs are measurable and appropriate for the indicated course-level.
- The inventory of course outlines was completed in fall 2017.
- Credit course outlines are now available through the MVCC website, which aids students with registering for courses and transferring credits.

- Faculty continue to monitor the developmental course success rates.
- Student Class Surveys (SCSs) continue to be administered in every class and an electronic process was implemented for Dual Credit students, which greatly improved the return rate for SCSs in these courses.

Objective 6: Maintain and monitor assessment of student learning in off-campus and distance education courses and programs
- Instructors now document the type of work being done in online courses to ensure those courses meet the Carnegie Hours for instruction.
- 14 Dual Credit locations with multiple course offerings that could constitute 50% of the General Studies degree have been submitted to MSCHE through the Substantive Change process for an Additional Location. An application was also submitted to MSCHE to make Marcy Correctional Facility an additional location.

Objective 7: Assess student academic achievement in the areas of general education (GE), information management, the College-wide Competencies, and diversity and global view
- The General Education Assessment Plan delineates assessment of General Education learning outcomes and is implemented as per MVCC/SUNY requirements.
- The GE Committee continues to examine courses for GE status and GE, College-wide Competency, and DGV assessment data as well as ways to improve student learning.

Objective 8: Ensure opportunities for the assessment of Academic Programs
- The Assessment Liaison worked with the Deans and faculty to have the Academic Program Reviews (APRs) completed.
- The Office of Institutional Research and Analysis is working on a more 'user friendly' way to display data for the APRs.
- An electronic reporting system has been developed by IT to be used by discipline faculty to report program learning assessment in a more consistent manner.

Objective 9: Ensure opportunities for the assessment of outcomes (including student learning outcomes as appropriate) as reflected in the College areas of Board of Trustees, College Senate, Student Affairs, Administrative Services, and offices reporting directly to the President
- Units under these areas annually document assessment results and review/revise the POARs.
- Units in Student Affairs have begun to identify student learning outcomes and direct measures of assessment for their areas, as appropriate.

Objective 10: Provide adequate resources in support of institutional effectiveness and assessment processes
- The College has continued the commitment to fund assessment efforts and with tight budget times, this still is a priority.
- The IEC added a statement that the Colleges needs to maintain a person to coordinate learning and institutional effectiveness assessment.