

**Institutional Effectiveness Council
Meeting Minutes
October 12, 2017**

Present: Andrew Glidden, Marie Miknavich (DIRA), Norayne Rosero (Assessment Liaison); Robert Huyck, Alex Haines-Stephan, Rosemary Mink, Mary Jane Parry, Jake Mihevc, William Hunt, Deanna Ferro-Aurience; Rosemary Spetka, Paula Gravelding

Excused: Lisa Bullet, Luciann Gould

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 9/28/17 meeting were reviewed and revised. R.I Spetka made a motion to approve the minutes; A. Haines-Stephan seconded the motion. The minutes were unanimously approved as revised.
2. **Changes to documents:** N. Rosero distributed new copies of the Charter, IE&A plan, and Timeline that reflect the changes discussed at the last meeting.
3. **CCSSE/CCFSSE:** M. Miknavich reminded that the CCSSE and CCFSSSE will be administered this spring. The CCSSE is administered in classes. There is an opportunity to add additional questions and the Survey Subcommittee will examine those items, with the Cabinet reviewing them and providing input.
4. **Follow-up to the Employee Climate Survey:** The President announced at Fall Opening that the Cabinet would be conducting follow-up surveys to drill down further on items that had low means on the Climate Survey. M. Miknavich will remind the Cabinet that all surveys should be reviewed by the Survey Subcommittee. This lead to a broader discussion that a reminder may need to be sent to the College community that surveys should be reviewed by the Director of Institutional Analysis and Research. This will help avoid duplication of survey items and survey fatigue.
5. **Faculty Assessment Survey:** As part of the Self Study effort, a survey was distributed via Survey Monkey asking faculty to make comments related to the Academic Freedom Policy and the Faculty Bill of Rights and to discuss changes made to their courses. The IEC examined the results and discussed any comments that may need follow-up action. N. Rosero or M. Miknavich will contact the VPLAA concerning this. At this time 81 faculty have responded. There are 158 full-time faculty. N. Rosero has contacted four departments who had low response rates, or no information on particular course delimiters reported. Faculty had expressed concern that they could be identified because of the courses that they listed, but the information is reported in aggregate from and not linked to specific courses. In general, over 85% of the faculty agree/strongly agree that the College adheres to the Academic Freedom and Faculty Bill of Rights policies and faculty indicate that they have made changes to their courses as a result of assessments.
6. **Commitments from Self Study:** N. Rosero shared a list of commitments from the Draft Self Study document. The ones for Standard VI were missing so she will send out the completed list. The Commitments may change as feedback is obtained from

the forums, emails, and the Team Chair comments. The document can be found in the 2018 Self Study folder on the m:drive.

7. Meetings: Meetings are set for **October 26, November 9, and November 30.**