

**Institutional Effectiveness Council**  
**Meeting Minutes**  
**October 26, 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, Luciann Gould

**Excused:** Lisa Bullet,

**Recording secretary:** Norayne Rosero

1. **Approval of Minutes:** The minutes of the 10/12/17 meeting were reviewed and revised. P. Gravelding made a motion to approve the minutes; R. Spetka seconded the motion. The minutes were unanimously approved as revised.
2. **Distribution of Survey Results:** M. Miknavich has investigated the role of the Research Review Team in the administration and use of survey results. Using surveys to generate opinion data is okay with RRT approval as long as the results are not being published externally.
3. **Employee Climate Survey Follow-up:** M. Miknavich reviewed the survey that will drill down into getting more information for the five Part A and Part B items on the Employee Climate Survey that had the lowest means. The best practice idea would be to get more general feedback on issues and then do a follow up survey, but the Cabinet would like the information collected sooner. The IEC members reviewed the items and M. Miknavich will pass the suggestions along to the Cabinet. The survey will then be generated and administered through Survey Monkey.
4. **Comments from the Team Chair visit:** N. Rosero reported on the Team Chair comments concerning the first draft of the Self Study. He gave the report a favorable review and made some suggestions that will be incorporated into the Self Study. He did mention that in the area of Institutional Assessment that we gather data from a lot of sources (ATD, NCCBP, VFA, SAM, CCSSE, SOS, etc.) and we should discuss more how the data are used to initiate changes for improvement.
5. **NCCBP Results:** M. Miknavich distributed results of the recent NCCBP and asked that members look those over to be reviewed at the next meeting.
6. **Meetings:** Meetings are set for **November 9, and November 30.**