

Institutional Effectiveness Council
Meeting Minutes
October 3, 2013

Present: Diana Ayers-Darling; Duane Frymire; Rosemary Mink; Mark Radlowski; Norayne Rosero; Deanna Ferro-Aurience; Janice Lester Bell; Belinda Alvarado, Robert Huyck; Rosemary Spetka;

Excused: Michael Adamo; Jim Sunderhaft;

Recording secretary: Norayne Rosero

- 1. Approval of Minutes:** The minutes of the 4/25/13 meeting were reviewed/revised. R. Huyck moved to approve the minutes; B. Alvarado seconded the motion. The minutes were unanimously approved. N. Rosero reminded members that she will forward notes of the meetings that should be sent out by the members to their constituents.
- 2. Membership:** N. Rosero welcomed the new members to the IEC, provided a copy of the current membership and the Charter, and gave a brief explanation of the work and importance of the Council in regards to the College accreditation process. The IEC has a website at <http://www.mvcc.edu/institutional-research-and-assessment>
- 3. AY2013-14 Institutional Effectiveness & Assessment Plan:** N. Rosero distributed the current year's plan for review. Members were asked to examine the plan and let her know if there were items to add. Some of the highlighted items:
 - **Objective 1:** Developing a "Culture of Assessment" remains a priority. A local MVCC Assessment Award was given last spring – Eye of the Hawk. It will hopefully be awarded this spring again.
 - **Objective 2:** Assessment and "Closing the Loop" are increasingly more important and all committee members should be looking for ways to assist their Units in documenting assessment practices and using the results. The IEC members examined **Work Step 2.4 Timeline** in detail. This will be distributed to the IEC when administration of all surveys is verified.
 - **Objective 3:** There is a new Strategic Planning and Budgeting process that requests documentation of assessment results and data. This is still a work in progress but is a step that needs to happen.
 - **Objective 4:** The College will need to follow-up on the other ways used to place students in courses, such as SAT scores and Advance Placement courses.
 - **Objective 5:** The Assessment Liaison will continue to work with faculty to ensure the course student learning outcomes are appropriate for current and new courses. Course outlines are available on the M:drive and to faculty and students through SIRs.
 - **Objective 6:** Concurrent Enrollment and Distance Education are a major focus for Middle States. MSCHE is particularly concerned with the quality of the

delivery of the courses and how those students meet the outcomes compared to on-campus students.

- **Objective 7:** Changes were supposed to be made last year to the Online Information Management and DGV Assessment – but the new instrument was not posted online. Potential graduates are notified electronically to complete the assessment as they approach graduation. A new instrument for the assessment of SUNY Critical Thinking Competency was developed and piloted last year by two Humanities faculty and will be finalized for online implementation this year. The intent is for students to complete the assessment online when they are close to graduation. The GE committee passed a new GE program which combines the MVCC and the SUNY GE processes into one list of courses. It is hoped that it will take effect in fall 2014.
- **Objectives 8 & 9:** The Assessment Liaison continues to work with the Deans and faculty to have the Academic Program Reviews completed; we were on schedule for the June 1 Middle States report and need to remain on schedule from now on. POAR templates for Academic Affairs programs and units as well as for Student Affairs, Administrative Services, and units reporting to the President are being reviewed/revised as appropriate.

4. Surveys: Surveys should be coordinated through the Office of Institutional Research and Analysis in an effort to avoid duplication and to help with documentation of the results. If necessary, M. Radlowski will call together the Survey Subcommittee as needed. For this year, the Subcommittee consists of M. Radlowski, R. Mink, M. Adamo, D. Frymire, D. Ferro-Aurience and R. Spetka. The following surveys and reports were discussed.

- **CCSSE:** The College Senate voted to have MVCC participate in the CCSSE. SUNY no longer pays for the survey so MVCC will have to pay for the cost when the CCSSE is administered this Spring 2014. The CCSSE is administered in classes that are chosen by CCSSE. MVCC will not participate in the corresponding faculty survey. M. Radlowski is examining MVCC participating in a consortium with three other SUNY Colleges.
- **Core Indicator Report:** M. Radlowski distributed data that he had collected concerning the Core Indicators that support the College Strategic Plan. The membership examined four new indicators that had been added to the list by the President and Board of Trustees. Three of those new indicators (dealing with diversity, understanding DGV, and time to graduation) need to be more precisely defined to specify the exact type of data that would be used in determining progress on the indicators.
- **Voluntary Framework of Accountability (VFA):** M. Radlowski reviewed this national accountability system for community colleges. The process uses a number of Metrics dealing with the areas of Developmental Education Progress Measures, Two-year Progress Measures, Six-year Outcomes Measures, Career and Technical Education Measures, Non-credit Workforce courses, Adult Basic Education/GED. The VFA metrics are currently available to all community

colleges. SUNY is encouraging participation from community colleges to build the VFA Data Tool to collect, display, and benchmark data. The database will be a web-based interface that will enable colleges to show their metrics in a uniform way – with the goal of collecting the first round of data in 2013. The cost is \$3000.

- **Student Achievement Measure (SAM)** M. Radlowski gave information on how SAM provides a way to report student progress and graduation by including a greater proportion of an institution's undergraduate students as well as tracking students who enroll in multiple higher education institutions. The associate's and certificate program SAM model reports on the percentage of students who have graduated from the reporting institution, are still enrolled at the reporting institutions, transferred to a subsequent institution, or whose enrollment or completion status is unknown. The SAM is free and uses the same data as collected for the VFA.
- **Achieving the Dream:** The College is moving forward with applying for Achieving the Dream. ATD is a national nonprofit that is dedicated to helping community college students, particularly low-income students and students of color, stay in school and earn a college certificate or degree. ATD colleges are assigned a coach to help them improve student success and generally stay in the program for four to five years.
- **Climate Survey:** The next administration of the Climate Survey had been scheduled for Spring 2015.
- **NCCBP:** M. Radlowski distributed documents and briefly went over the results. The IEC members were encouraged to examine the results more closely for a discussion at the next IEC meeting.
- **SOS:** The SUNY Opinion Survey was administered in the spring. M. Radlowski gave a report on the results. The IEC members were encouraged to examine the results more closely for a discussion at the next IEC meeting.

5. **Meeting Dates:** The following four dates were set aside for meetings for the remainder of the semester. N. Rosero will email members as a reminder. 10/17,10/31,11/14,12/5