

**Institutional Effectiveness Council**  
**Meeting Minutes**  
**October 8, 2015**

**Present:** Andrew Glidden; Mark Radlowski; Norayne Rosero; Robert Huyck; Alex Haines-Stephan; Janice Lester Bell; Rosemary Mink; Anna Radlowski;

**Excused:** Rosemary Spetka; Jim Sunderhaft; Deanna Ferro-Aurience; Lisa Bullet; Michael Adamo; Mary Jane Parry;

**Recording secretary:** Norayne Rosero

1. **Approval of Minutes:** The minutes of the 9/17/15 meeting were reviewed and revised. R. Mink made a motion to approve the minutes; J Lester Bell seconded the motion. The minutes were unanimously approved as revised.
2. **National Community College Benchmark Project:** M. Radlowski went over a summary of the most recent results with the IEC. Comparison between institutions from year to year is a problem as only 28 institutions have participated each year for the past 12 years. MVCC results can look very different from other community colleges depending if the results are the National or the SUNY Comparisons. MVCC data for grades for Forms 12 and 17B appear to not have been inputted. M. Radlowski will check to see why that data is missing.
3. **MSCHE Standards – Using assessment results:** N. Rosero brought a copy of Standard V – Educational Effectiveness Assessment to the members to discuss Criteria 3 and ideas on how to document that assessment results are being used.

All items listed under Standard V Criteria 3 would apply to the credit and non-credit academic programs. More documentation will be needed on how the assessment results are being used for these items. There are more specific instructions now in the Academic Program Review Tool completed every 5-7 years by the credit academic programs.

3a. assisting students in improving their learning

Credit and non-credit program areas, Educational Technology, Library, Learning Center, Adult Services, STEP/CSTEP, University Partnerships, IT labs, Title IX, Foundation

3b. improving pedagogy and curriculum

Credit and non-credit program areas

3c. reviewing and revising academic programs and support services

Credit and non-credit program areas, Student Affairs, Administrative Services, Marketing and Communications, Rome Campus

3d. planning, conducting, and supporting a range of professional development activities

Credit and non-credit program areas, Professional Development, NFI, HR Employee Orientation, Adjunct Orientation

- 3e. planning and budgeting for the provision of academic programs and services  
Budget managers for all areas, Business Office
  - 3f. informing appropriate constituents about the institution and its programs  
Credit and non-credit program areas, Marketing and Communication, Centers,  
Foundation thINCubator,
  - 3g. improving key indicators of student success, such as retention, graduation, transfer,  
and placement rates  
Credit and non-credit program areas, ATD, Strategic Plan, Title IX
  - 3h. implementing other processes and procedures designed to improve educational  
programs and services  
All areas of the College
4. **Meeting Dates:** The following dates were set aside for meetings for the remainder of the semester. N. Rosero will email members as a reminder. 10/29,11/12,12/10