

Institutional Effectiveness Council
Meeting Minutes
November 12, 2015

Present: Andrew Glidden; Mark Radlowski; Norayne Rosero; Robert Huyck; Alex Haines-Stephan; Rosemary Mink; Anna Radlowski; Rosemary Spetka; Jim Sunderhaft; Deanna Ferro-Aurience; Lisa Bullet; Michael Adamo;

Student: John Lowman

Excused: Janice Lester Bell; Mary Jane Parry;

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 10/8/15 meeting were reviewed and revised. R. Huyck made a motion to approve the minutes; A. Glidden seconded the motion. The minutes were unanimously approved as revised.
2. **National Community College Benchmark Project:** M. Radlowski revisited some of the data from the NCCBP for MVCC data for grades for Forms 12 and 17B because no data appeared in the results. The data for grades was submitted but there needed to be a 0 submitted in one portion and because it was left blank the system could not calculate the percentages. He also explained why that data was incorrect for Form 2 – because students were duplicated that made the percentage too high.
3. **Core Indicators Report:** M. Radlowski went over the Core Indicators Report with the IEC. These Indicators support the old Strategic Plan that is ending. The new Strategic Plan should be released soon and these Core Indicators will need to be revised to match that plan.
4. **MSCHE Standards – Using assessment results:** N. Rosero attended a SUNY workshop and a presentation was given on assessment expectations in the Revised MSCHE Standards.
 - There is an increased focus on the student experience and assessment of that experience.
 - MSCHE expects "mature" assessment processes to be in place at the institutions.
 - Assessment needs to be well-documented and linked to learning experiences for program level and assessment may likely occur at the course-level.
 - Definite need for a focus on curriculum maps between courses and program goals and outcomes.
 - Non-credit courses and programs will need course outlines with SLOs and major topics. Leisure courses will also have course outlines. If the course involves any training or review for taking a test or for getting a certificate then SLOs need to be appropriately assessed and that needs to be indicated on the Course Outline. N. Rosero is working with the Director of Community and Workforce Development.

New - Requirements of Affiliation

Items #8, #9, and #10 have specific statements about assessment.

8. Institution must systematically evaluate its educational and other programs and **make public how well and in what ways it is accomplishing its goals/outcomes.**

9. Assessment of student achievement throughout educational offerings, regardless of program level, delivery or instructional modality.

10. Strategic Planning has a focus on institutional effectiveness and improvement, student achievement of goals, student learning, and assessment results.

Standard V #2

b) Articulate how students are prepared for successful careers, **meaningful lives**, and further education (as per Mission), collect and provide data on extent to which meeting these goals

c) Support and sustain assessment of student achievement - report results

The IEC members discussed how the institution may be able to demonstrate these statements through assessment results.

General Education

For General Education requirements and assessment - SUNY and MSCHE do not have the same expectations. MSCHE expects GE outcomes are also met in AOS programs (but not Certificates). The Standards no longer state hours but rather GE essential skills of: oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy (maybe also values, ethics, diverse perspectives per mission).

Institutional-level Student Learning Outcomes are required and for MVCC the College-wide Competencies satisfy the requirement. These are now examined under the GE Committee. The IEC members felt that the College-wide Competencies align with the MSCHE General Education essential skills. On the Program Outcome Assessment Report Template each of the College-wide Competencies must be linked to at least one program goal.

5. **Meeting Dates:** The following date is set aside for the final meeting of the semester. N. Rosero will email members as a reminder. **12/10**