

**Institutional Effectiveness Council**  
**Meeting Minutes**  
**February 25, 2016**

**Present:** Andrew Glidden; Alex Haines-Stephan; Anna Radlowski; Deanna Ferro-Aurience; Lisa Bullet; Janice Lester Bell; Mary Jane Parry; John Lowman; Michael Adamo; Jim Sunderhaft; Norayne Rosero;

**Student:** John Lowman;

**Excused:** Rosemary Spetka; Mark Radlowski; Robert Huyck; Rosemary Mink;

**Recording secretary:** Norayne Rosero

1. **Approval of Minutes:** The minutes of the 2/4/16 meeting were reviewed. M. Parry made a motion to approve the minutes; A. Haines-Stephan seconded the motion. The minutes were unanimously approved and distributed with one small change.
2. **SUNY Student Opinion Survey:** The SOS will be administered right after spring break, with a completion date of April 11<sup>th</sup>. M. Radlowski will compile the sample and let instructors know who has been chosen so teachers can inform the students. Suggestions on additional questions can come from the IEC members as well as other members of the larger MVCC community. The IEC survey subcommittee will then be convened to review the additional questions and format them for inclusion. N. Rosero distributed a calendar and asked IEC members to note, campus, dates, and times that they would be available to go into the classes to administer the surveys, as the best way is not to have the class instructor do that. M. Radlowski will get back to each person concerning the classes they will be assigned to. Additional questions will be reviewed at the next IEC meeting.
3. **Program SLO Course Reporting Sheet:** N. Rosero distributed a sheet for reporting Program SLO assessment results that is beginning to be used in some Centers. The revised MSCHE Standards indicate specific criteria of how assessment results are being used. It is hoped that these sheets will provide more documentation on reporting and using assessment results. With the Self-Study visiting Team coming in spring 2018, this is a good time to begin using reporting documents such as this. More specific documents may be needed for those programs that have specialized accreditation.
4. **Assessment Basics Course:** N. Rosero has developed an online Blackboard course for new faculty to take to help acclimate them to the assessment of student learning. It is hoped to implement this course on a pilot first and then through the current NFI program. She distributed the documents used in the course in hopes that the IEC members will provide feedback. A. Glidden, A. Radlowski, A. Haines-Stephan, and M. Adamo expressed interest in being part of the pilot group for going through the course.
5. **IEC Meetings:** the following dates have been set for the remaining IEC meetings for spring 2016: **3/10, 3/24, 4/7, 4/28.**