

**Institutional Effectiveness Council
Meeting Minutes
March 10, 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; Robert Huyck; Rosemary Mink; Mark Radlowski; and guest Matt Fikes

Student: John Lowman;

Excused: Rosemary Spetka; Norayne Rosero;

Recording secretary: Mark Radlowski

1. **Approval of Minutes:** The minutes of the 2/25/16 meeting were reviewed. M. Parry made a motion to approve the minutes; D. Ferro-Aurience seconded the motion. The minutes were unanimously approved with two small changes.
2. **SUNY Student Opinion Survey:** The entire meeting was devoted to this one topic. Several facets of the survey were discussed, including:
 - The SOS will be administered right after spring break, with a completion date of April 11th. The smoke-free media campaign should be starting after spring break as well, with a date of 8/15/16 for the campus to be tobacco free. It is unknown how the rollout will affect the question we're asking regarding students' knowledge of our policy.
 - M. Radlowski compiled the sample which originally consisted of 66 class sections. The sections were stratified to represent Utica and Rome campuses, as well as morning, afternoon and evening sections.
 - Emails have been sent to chosen instructors. M. Radlowski has already received subsequent emails from instructors choosing administration dates for 55 of the classes chosen. The rest have not yet been heard from. There have been some issues so far—one teacher wanted April 21 (too late for the survey); some teachers complained that they've already missed too much class time to do a survey. Three of these agreed to change to another class of theirs; three are still on hold. Two teachers wanted to add another section of the same course so not to be "out of sync" in their syllabus.
 - M. Radlowski reviewed possession of schedules from IEC members—and subsequently received information from those he did not have. He will use spring break to align schedules with teacher's preferences and make assignments. Once done, he will let IEC members know.
 - M. Radlowski distributed the sheet of additional questions and asked for any feedback. The only suggestion was to better format (align columns) the beginning of each question. He will try to do as the council asks.
 - M. Radlowski distributed copies of the student cover letter generated by Stephanie Reynolds and the class script (attached). Suggestions in wording for the cover letter were made (updated version attached) and Mark will contact Student Services to have those changed. The class script was reviewed with committee members for common protocol in administering the survey.
3. **IEC Meetings:** the following dates have been set for the remaining IEC meetings for spring 2016: **4/7, 4/28.**