

**Institutional Effectiveness Council**  
**Meeting Minutes**  
**March 27, 2014**

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

**Excused:** Duane Frymire; Jim Sunderhaft

**Recording secretary:** Norayne Rosero

1. **Approval of Minutes:** The minutes of the 2/20/14 meeting were reviewed and revised. Robert Huyck made a motion to approve the minutes; Belinda Alvarado seconded the motion. The minutes were unanimously approved. N. Rosero reminded members that she will forward notes of the meetings and they should be sent out by the members to their constituents.
2. **Update on CCSSE and CCFSSSE:** M. Radlowski provided an update on the administration of the two surveys. The CCSSE is administered in classes that have been chosen by CCSSE. The CCFSSSE is an online survey to be taken by faculty. So far 110 faculty have completed that survey (371 emails with the link were sent).
3. **Assessment Statement:** N. Rosero has been asked to verify the Assessment Statement that is in the Catalog. The current statement is:  
**Assessment**  
*MVCC is committed to and conducts assessment activities to obtain information for the improvement of student learning, programs, services and the overall effectiveness of the College. These activities may include surveys and questionnaires, exams, focus groups, research projects, and standardized tests. Members of the College community are expected to participate. MVCC Principles of Assessment can be found on the Assessment Handbook page of the MVCC Institutional Effectiveness website.*  
The IEC voted (Janice Lester Bell, Robert Huyck) unanimously to have the statement remain with the only change of inserting a comma after the word service.
4. **Assessment Workshop:** Dr. Sean McKittrick, Vice President for MSCHE will be conducting an all-day workshop here at MVCC on April 15<sup>th</sup>. The focus will be on MSCHE expectations for assessment, linking assessment results to planning and resource allocation, and a look at the new draft standards in light of assessment. Six members of the IEC plan to attend.
5. **Draft Middle States Standards:** N. Rosero will be attending a Town Hall meeting in Albany on April 1 where representatives from Middle States will be available for comments on the draft Standards. N. Rosero gave a presentation to the College Senate in March providing highlights on the changes to the standards. In general they are more concise and less specific in detail of the expectations, although some of the items are more specific in reference to expectations for assessment. The College Senate made a motion that the new Standards should have reference to Shared Governance and asked that it be brought to the attention of MSCHE at the meeting.
6. **Next Meeting:** The next meeting of the IEC will be held on April 24 at 3:00 in PH391.