

Institutional Effectiveness Council
Meeting Minutes
April 20, 2017

Present: Marie Miknavich (DIRA), Norayne Rosero (Assessment Liaison); Rosemary Spetka, (Registrar), Alex Haines-Stephan, Rosemary Mink, Deanna Ferro-Aurience, Jennifer Rubino, Robert Huyck, Mary Jane Parry, Andrew Glidden, William Hunt, Jake Mihevc,

Excused: Lisa Bullet, Luciann Gould

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 3/23/17 meeting were reviewed. R. Mink made a motion to approve the minutes; M. Parry seconded the motion. The minutes were unanimously approved as revised.
2. **Eye of the Hawk Award:** N. Rosero relayed that the IEC selection was forwarded to D. Katz and the award will be presented at the Summer Institute Luncheon.
3. **Core Indicators:** N. Rosero forwarded the IEC comments on the Core Indicators to the President. He will be presenting those, and some data points for the indicators, to the Board of Trustees.
4. **COACHE Survey:** MVCC had a 64.34% response rate on the survey. COACHE would like MVCC to pick 5 comparison schools. An existing comparison list for IPEDS includes: SUNY Corning CC, Genesee CC, Jamestown CC, Broome CC. After discussion, it was decided to choose Jefferson CC as the fifth school.
5. **SUNY Sexual Violence Prevention Campus Climate Survey:** The survey is currently in progress. M. Miknavich noted that the volume of the surveys jammed up the system when it was emailed to the faculty and staff. Not all emails have been delivered. N. Rosero encouraged all to complete as much of the survey as they feel comfortable completing. There is an end of April deadline.
6. **MVCC Climate Survey:** M. Miknavich gave an update concerning the Climate Survey. The return rates are low, possibly due to so many other surveys being administered and no reminder email was sent because of the email issue with the SUNY survey. There will be a session concerning the results at the Summer Institute.
7. **IE&A Plan update:** N. Rosero and M. Miknavich will provide an update on work of the IEC and AY2016-17 Institutional Effectiveness & Assessment Plan to the SPC at the April 28th meeting.

Objective 1: Expand efforts to extend culture of assessment to all faculty, staff, and students

- Efforts to promote a “Culture of Assessment” remain a priority.
- Presentations/training sessions on assessment and institutional effectiveness are made by the Assessment Liaison and Director of Institutional Research and Analysis to various groups (Cabinet, Student Congress, Associate Deans, Directors, SPC, CCED, discipline faculty, department staff).
- The MVCC Principles of Assessment continue to be distributed across the departments.

- An MVCC Assessment Basics Course has been developed and expected to be piloted this summer.
- Annual Data summit was held in January with a focus on Achieving the Dream data analysis. A World Café was held on April 6th to discuss results of the ICAT survey.
- The MVCC Eye of the Hawk Assessment Award will be presented for the fourth year in a row at Summer Institute.

Objective 2: Maintain procedures for the identification, scheduling, and implementation of assessment activities and for the analysis, publication, and use of results

- Assessments have been conducted, per the timeline developed in the fall. Documenting the use of the results for improvement is increasingly more important and can always be improved.
- The IEC continues to look for ways to assist their Units in documenting assessment practices and using the results. A dedicated assessment day would be wonderful!
- Communicating assessment results are improving, with more 'user friendly' ways to display the data.

Objective 3: Link assessment data to planning, resource allocation, and improvement, not only of the institution but also of the processes themselves

- The Strategic Planning and a Budgeting process requests documentation of assessment results and data. This is still a work in progress but there is a more prominent demonstration of the link between assessment results, planning, and resource allocation.
- A pivot table has been developed to provide a visual representation of how the annual unit objectives support the Strategic Plan.
- As part of the Self-Study process, the SUNY SCoA rubric will be examined to 'assess the assessment processes' at MVCC.

Objective 4: Ensure proper intake assessment and course placement of students

- Placement testing as well as other indicators are used to place students in courses.
- The placement test is being given at additional off-campus locations to make the process more available to prospective students.
- Discipline faculty continue to monitor the cut-off scores for various courses to ensure that students are being properly placed.

Objective 5: Ensure opportunity for the assessment of instruction and student learning at the course level

- The Assessment Liaison continues to work with faculty to ensure the course student learning outcomes are appropriate for current and new courses.
- Academic Departments are completing the inventory of the outlines review/revise the outline for each course in the Catalog.
- Currently credit course outlines are available on the M:drive and to faculty and students through SIRs. The outlines will soon be available through the MVCC website, which will aid students with transfer of their credits.
- Faculty continue to monitor the developmental course success rates.
- SCSs continue to be administered in every class; however, there is still a problem with the Dual Credit SCS administration.

Objective 6: Maintain and monitor assessment of student learning in off-campus and distance education courses and programs

- The Dual Credit program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). There has been a problem with Student Class Surveys being returned for the Dual Credit courses.
- Workshops for online instructors were conducted to document the type of work being done in the courses to ensure that the online courses meet the Carnegie Hours for instruction.

Objective 7: Assess student academic achievement in the areas of general education (GE), information management, the College-wide Competencies, and diversity and global view

- Assessment for the General Education learning outcomes continues as per MVCC/SUNY requirements.
- The GE Committee is currently revising the GE Catalog statement and the GE Assessment Plan to align with the revised MSCHE Standards.

Objective 8: Ensure opportunities for the assessment of Academic Programs

- The Assessment Liaison continues to work with the Deans and faculty to have the Academic Program Reviews completed.
- The Office of Institutional Research and Analysis is working on a more 'user friendly' way to display data for the APRs.
- An electronic reporting file should be completed by fall semester to be used for discipline faculty to report assessment of student learning results.

Objective 9: Ensure opportunities for the assessment of outcomes (including student learning outcomes as appropriate) as reflected in the College areas of Board of Trustees, College Senate, Student Affairs, Administrative Services, and offices reporting directly to the President

- Units under these areas are reviewing/revising the POARs and documenting assessment results annually.
- Units in Student Affairs are integrating direct assessment of student learning outcomes into the POAR assessments.

Objective 10: Provide adequate resources in support of institutional effectiveness and assessment processes

- The College has continued the commitment to fund assessment efforts – with the tight budget times that still needs to remain a priority.

N. Rosero thanked everyone for their work on the IEC this year. A. Glidden was the only member who had an expiring term, and he put his name out there for continuing on the council. The continuity will be great for the Self-Study year of 2017-18.