

Institutional Effectiveness Council
Meeting Minutes
April 24, 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; Jim Sunderhaft

Excused: Duane Frymire;

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 3/27/14 meeting were reviewed and revised to reflect 371 (not 317) emails were sent out concerning the link to the CCFSSSE. R. Huyck made a motion to approve the minutes; R. Spetka seconded the motion. The minutes were unanimously approved.
2. **Update on CCSSE and CCFSSSE:** M. Radlowski provided an update on the administration of the two surveys. Results should come back to the College in July.
 - The CCSSE is administered in classes that have been chosen by CCSSE. 819 surveys have been returned which represent 67.1% of the original enrollment.
 - The CCFSSSE is an online survey to be taken by faculty. There were 370 different faculty members asked to participate. 242 were part-time faculty; so far 126 (63.3%) have completed the online survey. 128 were full-time faculty; so far 81 (52.1%) have completed the online survey. The overall completion rate so far is 55.9%, which is acceptable. M. Radlowski reminded faculty members on the IEC to please complete the CCFSSSE. The survey is open until 5/14/14.
3. **Assessment Workshop:** Dr. Sean McKittrick, Vice President for MSCHE conducted an all-day workshop here at MVCC on April 15th. Six members of the IEC were able to attend. 62 people registered for workshop representing 12 different institutions. The focus was 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. Several things that the IEC will need to examine is how MVCC is assessing the Mission, assessing various plans (IT, Enrollment Management Plan, Academic Plan), aligning various plans to the Strategic Plan (which the College is in the process of updating), and providing more communication concerning assessment results and how they are used for improvement. N. Rosero distributed a paper with the MVCC Mission and the IEC discussed ways that components of the current Mission could be assessed. It is possible that through the new Strategic Planning process that is underway that the Mission may change next year.
4. **Draft Middle States Standards:** N. Rosero, Dr. Eannace, and Jim Lynch attended a Town Hall meeting in Albany on April 1 where representatives from Middle States were available for comments on the draft Standards. N. Rosero brought forward the College Senate motion that the new Standards should have reference to Shared Governance. A number of items were brought forward at the meeting and members of MSCHE also shared with the group concerning the "Accreditation Climate" in Washington D.C. The Federal Government is initiating more requirements dealing with accreditation, and therefore MSCHE has been more rigorous in enforcing the standards across all types of institutions.
5. **Assessment Matters newsletter:** N. Rosero has not completed the draft of the newsletter. She expects to work on it over the summer with a fall completion timeframe.

6. Institutional Effectiveness and Assessment Plan Update: N. Rosero updated the committee on the status of some of the assessment work described in the IE&A Plan.

- **Work Step 1: Expand efforts to extend culture of assessment to all faculty, staff, and students.**

IEC Co-chairs have provided presentations on assessment and results to a number of groups this year. (Cabinet, Senate, Academic Deans/Ass't Deans, Student Congress, discipline faculty groups, and Student Affairs staff.) Assessment processes, information, and select results are displayed on the IE&A website. The CCSSE is currently being administered.

- **Work Step 2: Maintain procedures for the identification, scheduling, and implementation of assessment activities and for the analysis, publication and use of results.**

This work step deals with the annual assessment efforts and data collection and analysis. A timeline was approved by the IEC in the fall, and the schedule has been able to be followed in almost all cases.

- **Work Step 3: Link assessment data to planning, resource allocation, and improvement, not only of the institution but also of the processes themselves.**

The IEC Co-chairs conducted workshops for budget managers in February for the purpose of improving the link between planning, assessment, and resource allocation. The SUNY Council on Assessment is developing rubrics to help institutions to assess their institutional and student learning assessment processes. Those should be completed and shared with the SUNY institutions next year and can help with MVCC assessing its assessment processes.

- **Work Step 4: Ensure proper intake assessment and course placement of students.**

Placement testing continues and various disciplines will be examining the placement test results and student success in courses to determine if there are needs for adjustments in the cut-off scores.

- **Work Step 5: Provide for the assessment of instruction and student learning at the course level.**

Student Learning Outcomes must exist for each course and the Assessment Liaison examines the learning outcomes for new courses. In keeping with the new MSCHE Standards that will be put into place next year, more will need to be done in the future in relation to examining assessment results, using them for improvement, and providing examples of student work,

- **Work Step 6: Maintain and monitor assessment of student learning in off-campus and distance education courses and programs.**

Assessment data for the general education courses is examined, but there needs to be more happening in this area for those off-campus and online courses that are not general education. As above, more can be done in examining the results and using them for improvement. This is certainly required for the NACEP accreditation of the Dual Credit program.

- **Work Step 7: Assess student academic achievement in the areas of general education (GE), information management, the College-wide Competencies, and diversity and global view (D/GV).**

These assessments are still being conducted as per the plan. Documentation of the examination of the results and actions to be taken is made on the Academic Program Reviews. It was discovered last year that the updated version of the Information Management / DGV assessment had not been uploaded onto the College website. This cannot be remedied until the new assessment cycle begins.

Centers still need to be more proactive in encouraging students to take the assessment and in examining the results for the various programs. Although the response rate is good overall, there are some programs that have had only a few students complete the assessment.

- **Work Step 8: Ensure opportunities for the assessment of Academic Programs.**

The Academic Program Review process has been more up-to-date with the SUNY timeline. It remains to be seen if all of the APRs due this spring will be submitted.

- **Work Step 9: Ensure opportunities for the assessment of outcomes, including student learning outcomes as reflected in the College areas of Student Affairs, Administrative Services, and offices reporting directly to the President.**

Almost all of these departments are on track with assessments on their Program Outcomes Assessment Report Templates. They report at the end of the summer.

- **Work Step 10: Provide adequate resources in support of institutional effectiveness and assessment processes.**

The assessment budget has been reduced, mainly due to fewer Academic Program Reviews being conducted for this year's cycle. The IE&A budget has increased to include costs for such things as the CCSSE and the CCFSSSE.

N. Rosero thanked all of the members for their help this year on the IEC.