

Institutional Effectiveness Council
Meeting Minutes
April 6, 2016

Present: Andrew Glidden; Alex Haines-Stephan; Anna Radlowski; Janice Lester Bell; Mary Jane Parry; John Lowman; Jim Sunderhaft; Mark Radlowski; Robert Huyck; Rosemary Mink;

Student: John Lowman;

Excused: Deanna Ferro-Aurience; Rosemary Spetka; Michael Adamo; Lisa Bullet;

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 3/10/16 meeting were reviewed. A. Haines-Stephan made a motion to approve the minutes; Janice Lester Bell seconded the motion. The minutes were unanimously approved and distributed with one small change.
2. **SUNY Student Opinion Survey:** The SOS is currently being administered, with expected completion date of April 8th. M. Radlowski provided information that so far 62 sections have yielded 585 useable surveys and 533 are needed by SUNY. The suggestions from the IEC members were incorporated into the extra questions for the survey.
3. **ATD Surveys:** At an Achieving The Dream conference, surveys from a company from California were looked at and the expectation is that they will be administered in classes in October 2016. There would be three surveys given, one to faculty, one to staff and administrators, and one to students. There will be subgrouping of the results based on ethnic background and the results will be discussed at the January 2017 Data Summit.
4. **Eye of the Hawk Award:** This award was established to recognize excellence and achievement in establishing, maintaining, and effectively using outcome assessments and assessment. Individuals and groups whose work with assessment is clearly documented, outcomes/results-based, and advances the mission of the College, particularly with regard to student success, community involvement, or service, are eligible for the award. The MVCC Foundation funds a \$2500 amount for the award that is to be used by the area that the awardees are attached to at the institution. A nomination was received for the Eye of the Hawk Award and the members of the IEC reviewed the nomination and voted (motion by: R. Mink, M. Parry) unanimously to have the award presented to Margaret Reilly, William Hunt, and Nathan Roscup. These individuals were instrumental in providing the leadership required to perform the assessment work of the ETAC of ABET report, which lead to a successful Team visit in November 2016, with no weaknesses or deficiencies for any of these three programs.
5. **AY2015-16 Institutional Effectiveness & Assessment Plan:** N. Rosero recapped some of the activities that are in the IE&A Plan.
 - **Objective 1:** Efforts to promote a "Culture of Assessment" remain a priority. Presentations/training sessions on assessment and institutional effectiveness have been made by the Assessment Liaison and Director of Institutional Research and Analysis to various groups (Cabinet, Student Congress, Deans, SPC, CCED, discipline faculty, department staff). The new Principles of Assessment were distributed and an MVCC Assessment Basics Course was developed. The MVCC Eye of the Hawk Assessment Award was given last spring and people within the BISS Center are using the award to work on documentation efforts of assessment results.

- **Objective 2:** Assessment have been conducted per the timeline developed in the fall and documenting the use of the results for improvement is increasingly more important. All committee members should be looking for ways to assist their Units in documenting assessment practices and using the results.
- **Objective 3:** There is a new Strategic Planning and a Budgeting process that 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.
- **Objective 4:** Placement testing, as well as other ways used to place students in courses, are underway and the placement test is being given at off-campus locations more often to make the process more available to the students.
- **Objective 5:** The Assessment Liaison continues to work with faculty to ensure the course student learning outcomes are appropriate for current and new courses. Credit course outlines are available on the M:drive and to faculty and students through SIRs. An inventory of the outlines is being conducted to ensure that there is an outline for each course that appears in the Catalog. There is movement to have these outlines available through the MVCC website.
- **Objective 6:** Concurrent Enrollment and Distance Education are a major focus for Middle States. The Dual Credit program is waiting for notice of reaccreditation through the National Alliance of Concurrent Enrollment Partnerships (NACEP). Workshops for online instructors are currently being conducted to have faculty document the type of work being done in the courses to ensure that the online courses are meeting the Carnegie Hours for instruction.
- **Objective 7:** Assessment for the General Education learning outcomes continues. More work will need to be done in that area during the next academic year.
- **Objective 8:** The Assessment Liaison continues to work with the Deans and faculty to have the Academic Program Reviews completed. The AL is meeting with various discipline faculty to implement more consistent reporting of assessment results that can be used on the POAR templates for Academic Affairs programs.
- **Objective 9:** Units under Student Affairs, Administrative Services, and those reporting to the President are being reviewed/revised as appropriate through the POARs.
- **Objective 10:** The College has continued to fund the assessment efforts and that is expected to continue even during the tight budget times.

6. **IEC Meetings:** The date of April 28th has been set for the remaining IEC meeting.