

**Institutional Effectiveness Council**  
**Meeting Minutes**  
**April 9, 2015**

**Present:** Andrew Glidden; Mark Radlowski; Norayne Rosero; Robert Huyck; Alex Haines-Stephan; Jim Sunderhaft; Rosemary Mink; Michael Adamo;

**Excused:** Rosemary Spetka; Janice Lester Bell; Deanna Ferro-Aurience;

**Recording secretary:** Norayne Rosero

1. **Approval of Minutes:** The minutes of the 3/12/15 meeting were reviewed and revised. R. Mink made a motion to approve the minutes; A. Haines-Stephan seconded the motion. The minutes were unanimously approved as revised.
2. **Eye of the Hawk Award:** N. Rosero presented Diana Ayers-Darling as the Eye of the Hawk nominee. The IEC unanimously approved her as a recipient of the award. (Motion: J. Sunderhaft , A. Glidden)
3. **SUNY Excels:** At the last meeting the IEC examined the *Excels Performance System Worksheet* to help identify an initial choice of the measures that would work best for MVCC. N. Rosero sent the list to President VanWagoner.
4. **MSCHE Town Hall Meeting:** VP Eannace and N. Rosero attend the Middle States Town Hall meeting on April 2<sup>nd</sup> in Albany. The purpose of the meeting was to inform institutions of the accreditation climate in Washington, D.C. and to discuss the new Revised Standards of Accreditation. Assessment and strategic planning will be a major focus of the reaccreditation process and MSCHE will be conducting training for team members beginning next year. There will need to be some changes to the MVCC assessment processes to ensure that we are in compliance with the standards and are successful in this area for the 2018 Self-Study.
5. **Employee Climate Survey:** The OIRA will begin administering the Employee Climate Survey this week. M. Radlowski gave an update on the process and shared the survey document with the IEC. There were a number of changes made to the instrument from the last time that it was administered in 2012. M. Radlowski explained that it has been difficult to get an accurate list of full- and part-time employees to send the email to. The survey can be done either in paper format or online through Survey Monkey. N. Rosero asked the members to make a concerted effort to encourage employees from the groups that they represent to complete the anonymous survey.
6. **Principles of Assessment:** The IEC examined the set of Principles of Assessment drafted by the subgroup. The IEC discussed components of the principles and two changes were made. N. Rosero commended the subcommittee members for the excellent job they did on the principles; the document reflect the essential components to ensure that MVCC has a continued focus on assessment. A motion (R. Huyck, M. Adamo) was unanimously passed to adopt the revised principles. N. Rosero will make sure that they are distributed to the Cabinet, unit heads, and the Center Deans and Assistant Deans, as well as being available on the MVCC Institutional Effectiveness website.
7. **Meeting Dates:** The date for the last spring semester IEC meeting is **April 30**. N. Rosero will email members as a reminder.