

Institutional Effectiveness Council
Meeting Minutes
September 18, 2014

Present: Andrew Glidden; Mark Radlowski; Norayne Rosero; Robert Huyck; Rosemary Spetka; Michael Adamo; Alex Haines-Stephan; Janice Lester Bell; Jim Sunderhaft

Excused: Deanna Ferro-Aurience; Rosemary Mink;

Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 4/24/14 meeting were reviewed and revised. R. Huyck made a motion to approve the minutes; R. Spetka seconded the motion. The minutes were unanimously approved as revised.
2. **Membership:** N. Rosero welcomed the new members to the IEC, provided a copy of the current membership and the Charter, and gave a brief explanation of the work and importance of the Council in regards to the College accreditation process. The IEC has a website at <http://www.mvcc.edu/institutional-research-and-assessment>
3. **AY2014-15 Institutional Effectiveness & Assessment Plan:** N. Rosero distributed the current year's plan for review. Members were asked to examine the plan and let her know if there were items to add. Some of the highlighted items:
 - **Objective 1:** Developing a "Culture of Assessment" remains a priority. A local MVCC Assessment Award was given last spring – Eye of the Hawk – the recipient being a member of the IEC – Rosemary Mink. The \$2500 award will be used by the Center for Arts and Humanities for professional development and piloting assessment activities in the Center. The award will be given out again this spring.
 - **Objective 2:** Conducting assessments, reviewing the data, and using the results for improvement are increasingly more important and all committee members should be looking for ways to assist their Units in documenting assessment practices and using the results.
 - The IEC members examined **Work Step 2.4 Timeline** in detail. There was a discussion on how to improve the response rates of the 6-month Graduate Survey. Items on this survey are used in the Perkins Grant reporting, and they would like a 70% response rate. MVCC response rate is usually below 25%.
 - The MVCC Climate survey is due to be administered in spring 2015. It was last administered in spring 2012.
 - **Objective 3:** MVCC is in the middle of a new Strategic Planning process and the new plan should be completed this fall semester. A Budgeting process that requests documentation of linkage to the Strategic Plan Priorities and Directions and the use of assessment results and data is now being used by Budget Managers.
 - **Objective 4:** Placement testing and intake assessment of new students continues to be reviewed/revised to ensure that students are properly placed.
 - **Objective 5:** The Assessment Liaison continues to work with faculty to ensure course student learning outcomes are appropriate for current and new courses.

Course outlines are available on the M:drive and to faculty and students through SIRs. Examining Developmental Courses success rates is a focus of the Achieving the Dream initiative. Student Class Survey continue to be administered in credit-bearing courses.

- **Objective 6:** The quality of Concurrent Enrollment (Dual Credit) and Distance Education remain a major focus for Middle States. MVCC is currently going through the reaccreditation process of the Dual Credit program through National Alliance of Concurrent Enrollment Partnerships (NACEP).
- **Objective 7:** Changes were supposed to be made last year to the Online Information Management and DGV Assessment – but the new instrument was not posted online. The DIRA will follow-up to ensure that the correct instrument is available. A new instrument for the assessment of SUNY Critical Thinking Competency was developed and piloted by two Humanities faculty and will be finalized for online implementation in the 2015 spring semester. The new GE program took effect this fall 2014.
- **Objectives 8 & 9:** The Assessment Liaison continues to work with the Deans and faculty to have the Academic Program Reviews completed. POAR templates for Academic Affairs programs and units as well as for Student Affairs, Administrative Services, and units reporting to the President are being completed. The Climate Survey has been scheduled for Spring 2015.
- **Objective 10:** The College continues to support the work of the IEC and provide resources for the collection and distribution of assessment data.

4. **Surveys:** A reminder that surveys should be coordinated through the Office of Institutional Research and Analysis in an effort to avoid duplication and to help with documentation of the results. If necessary, M. Radlowski will call together the Survey Subcommittee as needed. For this year, the Subcommittee consists of M. Radlowski, M. Adamo, R. Huyck, A. Glidden and R. Spetka. R. Mink and D. Ferro-Aurience will be contacted to see if they want to remain on the subcommittee.

The following surveys and reports were discussed.

- **CCSSE and CCFSSSE:** MVCC participated in the CCSSE and the CCFSSSE last spring. M. Radlowski will bring a summary of the results to the IEC in a future meeting.
- **Core Indicator Report:** M. Radlowski will bring a summary of the spring results to the IEC in a future meeting.
- **NCCBP:** M. Radlowski will bring a summary of the results to the IEC in a future meeting.
- **Voluntary Framework of Accountability (VFA):** The VFA is a national accountability system for community colleges that uses a number of Metrics dealing with the areas of Developmental Education Progress Measures, Two-year Progress Measures, Six-year Outcomes Measures, Career and Technical Education Measures, Non-credit Workforce courses, Adult Basic Education/GED. The VFA metrics are currently available to all community colleges. SUNY is encouraging participation from community colleges to build the VFA Data Tool to collect, display, and benchmark data. The database is a web-based interface that

will enable colleges to show their metrics in a uniform way. M. Radlowski will bring a summary of the results to the IEC in a future meeting.

- **Student Achievement Measure (SAM):** SAM provides a way to report student progress and graduation by including a greater proportion of an institution's undergraduate students as well as tracking students who enroll in multiple higher education institutions. The associate's and certificate program SAM model reports on the percentage of students who have graduated from the reporting institution, are still enrolled at the reporting institutions, transferred to a subsequent institution, or whose enrollment or completion status is unknown. The SAM is free and uses the similar data as collected for the VFA. M. Radlowski will bring a summary of the results to the IEC in a future meeting.
- **Achieving the Dream:** The College is moving forward with the Achieving the Dream initiative. ATD is a national nonprofit that is dedicated to helping community college students, particularly low-income students and students of color, stay in school and earn a college certificate or degree. MVCC has been assigned coaches to help improve student success. The Core and Data Teams are working on ATD to identify priorities.

5. Meeting Dates: The following four dates were set aside for meetings for the remainder of the semester. N. Rosero will email members as a reminder. 10/9,10/30,11/13,12/11