Institutional Effectiveness Council
Meeting Minutes
September 22, 2016

Present: Andrew Glidden, Mark Radlowski (DIRA), Norayne Rosero (Assessment Liaison); Robert Huyck, Alex Haines-Stephan, Rosemary Mink, Lisa Bullet, Mary Jane Parry, Jake Mihevc, William Hunt, Luciann Gould, Jennifer Rubino, Jim Sunderhaft (in place of R. Spetka)
Excused: Deanna Ferro-Aurience; Rosemary Spetka,
Recording secretary: Norayne Rosero

1. **Approval of Minutes:** The minutes of the 4/28/16 meeting were reviewed and revised. L. Gould made a motion to approve the minutes; J. Rubino 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. **Principles of Assessment:** An IEC subcommittee developed new Principles of Assessment and those have been distributed across various offices at MVCC.

4. **AY2016-17 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 revise/add. The plan is linked to the new Revised Middle States Standards.

    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 spring 2016 award went to three individuals in the STEM Center who had worked on the ETAC-ABED accreditation. N. Rosero will meet with them to help them draft a plan for using the $2500 award for professional development and assessment activities in the Physical Sciences, Engineering & Applied Technology Department. It is expected that the award will be given out again this spring.
    - **Objective 2:**
      Conducting assessments, reviewing the data, and using the results for improvement are of highest priority and all committee members should be looking for ways to assist their Units in documenting assessment practices and using the results.
      M. Radlowski explained the items in **Work Step 2.4 Timeline** in detail. The 6-month Graduate Survey must now be given right after graduation to satisfy Perkins Grant reporting and they would like a 70% response rate. It was decided that the Employee Survey should be given this spring so that the results would be in for use in the MSCHE Self-Study process.

- **Objective 3:** The 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 Surveys continue to be administered in credit-bearing courses. CCED and the Office of Institutional Research and Analysis have been working on developing surveys for all non-credit offerings.
- **Objective 6:** The quality of Concurrent Enrollment (Dual Credit) and Distance Education remains a major focus for Middle States. MVCC received reaccreditation of the Dual Credit program through National Alliance of Concurrent Enrollment Partnerships (NACEP) in spring 2016. All faculty teaching an online course had to attend workshops sponsored by Educational Technologies to document how the work expectations in their online courses align with the Carnegie Hour requirements for all college courses.
- **Objective 7:** The General Education and Competency assessment plan will be examined by the GE Committee this year.
- **Objectives 8 & 9:** N. Rosero will work with the Academic Associate 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. N. Rosero will be meeting with the President to review the status of the assessment POARs and to identify which units will need to have POAR templates developed as a result of the recent redesigns in Academic and Student Affairs.
- **Objective 10:** The College continues to support the work of the IEC and provide resources for the collection and distribution of institutional effectiveness and assessment data.

5. **Surveys:** N. Rosero gave 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. The OIRA is now coordinating all Survey Monkey surveys as well. If necessary, M. Radlowski will call together the Survey Subcommittee. For this year, the Subcommittee consists of M. Radlowski, A. Glidden, Rosemary Mink, Rosemary Spetka, and Robert Huyck.

The following surveys and reports will be examined on the IEC this year.
- **SUNY Student Opinion Survey:** This survey was administered last spring and the results will be useful in the Self-Study process.
- **Core Indicator Report:** The DIRA will bring a summary of the most recent results to the IEC in a future meeting.

- **NCCBP:** The DIRA will bring a summary of the most recent 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 will be a web-based interface that will enable colleges to show their metrics in a uniform way. Results are available on the VFA website: http://vfa.aacc.nche.edu/Pages/default.aspx
- **Student Achievement Measure (SAM):** SAM is now required by SUNY and 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. Results are available on the SAM website: http://www.studentachievementmeasure.org/
- **IPEDS Feedback Report:** The DIRA will bring a summary of the most recent 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 DIRA will decide on the information that should be brought to the IEC in a future meeting to keep the members informed of the process. There are two surveys to be administered this year in relation to Achieving the Dream, the ATD M2C3 and the ATD ICAT surveys.

6. **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.
10/6, 10/20, 11/10, 11/17