

**Institutional Effectiveness Council  
Meeting Minutes  
September 28, 2017**

**Present:** Andrew Glidden, Norayne Rosero (Assessment Liaison); Robert Huyck, Alex Haines-Stephan, Rosemary Mink, Lisa Bullet, Mary Jane Parry, Jake Mihevc, William Hunt, Luciann Gould, Deanna Ferro-Aurience; Rosemary Spetka, Paula Gravelding

**Excused:** Marie Miknavich (DIRA)

**Recording secretary:** Norayne Rosero

1. **Approval of Minutes:** The minutes of the 4/20/17 meeting were reviewed and revised. P. Gravelding made a motion to approve the minutes; R. Mink seconded the motion. The minutes were unanimously approved as revised.
2. **Membership:** N. Rosero welcomed members of the IEC back and the new member Paula Gravelding. Each member was given a copy of the current membership.
3. **Charter:** N. Rosero provided a copy the Charter for review. The IEC felt it was important for the Senate Chair to be an ongoing member of the IEC and removed the duplicated Rome position. A motion to accept the changes (M. Parry, A. Haines-Stephan) was unanimously approved. N Rosero will look for another faculty member from one of the unrepresented Academic Departments.
4. **Principles of Assessment:** N. Rosero distributed a new copy of the Principles of Assessment. Changes were made to the graphics, and copies will be distributed across various offices at MVCC.
5. **AY2017-18 Institutional Effectiveness & Assessment Plan:** N. Rosero distributed the current year's plan for review. She reiterated the importance of the work of the IEC, especially in light of the MSCHE reaccreditation efforts. Members were asked to examine the plan and let her know if there were items to revise/add. The plan is linked to the 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 2017 award went to members of the Health Services Department. N. Rosero will meet with them to help them draft a plan for using the \$2500 award for professional development and assessment activities. 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. N. Rosero explained the items in **Work Step 2.4 Timeline** in detail. A change was made to the ATD workgroups.
- **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 and is reinforced by a new Excel Pivot table.

- **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 has reaccreditation of the Dual Credit program through National Alliance of Concurrent Enrollment Partnerships (NACEP). All faculty teaching an online course have 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 and finalized by the GE Committee this year.
- **Objectives 8 & 9:** N. Rosero continues to 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. She have been working with IT to develop a way to do electronic reporting for assessment results used in completing the POARs and the APRs.
- **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. It was decided that Objective 10 should have added language to reinforce that the College should maintain support for staffing the Office of Institutional Research and Analysis and someone to coordinate the assessment efforts.

A motion (R. Spetka, L. Bullet) was made to accept the AY2017-18 IE&A Plan.

6. **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. Miknavich will call together the Survey Subcommittee as needed. N. Rosero asked for volunteers to be on the subcommittee for this year. The Survey Subcommittee will consist of R. Huyck, R. Spetka, R. Mink, M. Parry.

Surveys and reports will be examined on the IEC this year. These will include:

- **Core Indicator Report**
- **NCCBP**
- **Voluntary Framework of Accountability (VFA)**

- Student Achievement Measure (SAM)
- IPEDS Feedback Report
- Achieving the Dream
- COACHE Survey
- CCSSE

7. **Meeting Dates:** The following four dates are set aside for meetings for the remainder of the semester. N. Rosero will email members as a reminder. ***It was decided to have meetings on October 12, October 26, November 9, and November 30.***