

## IPPC Subcommittee on Institutional Effectiveness

Minutes  
9/17/2019

Attendees: Jennifer Allen, Cathy DeLorenzo, Riley Filister, Luke Meyers, Kerry Nelson, Ron Seyb, Mike Sposilli, Joe Stankovich, Jamin Totino, Amy Tweedy, Peter von Allmen, Joshua Woodfork

1. The Institutional Effectiveness/Assessment annual report is being finalized.
  - a. The goal of the annual report is to provide documentation of the institution's assessment efforts. As we move forward, it is our goal to have each division represented in the report.
  - b. The report includes an introduction which is framed as an assessment of the assessment framing the move from academic Assessment to a broader Institutional Effectiveness model and included changes in structure, positions and committee membership.
  - c. The committee decided the final report will be posted on the password protected IE/Assessment website and be available to internal audiences only.
  - d. The committee agreed to submit the report to IPPC as a matter of procedure.
  - e. The committee agreed to send a link to the college community. This will prevent access to the report from outside the college.
2. The committee will revise the Institutional Assessment Plan (IAP) as part its 2019-2020 agenda.
  - a. The Plan will set expectations and outline the new charge for Institutional Effectiveness.
  - b. Since IE is cross-divisional, the plan will need to outline where departments and divisions will fit in to the framework.
  - c. In addition, the committee will reflect on its role in working with departments and divisions on assessment projects.
  - d. The committee discussed the time frame of the document. The previous plan covered 2014-2019. Given the upcoming change in leadership at the college and to fit with the accreditation cycle, the committee decided to make it a living document. The plan will include language that it can be updated as needed/necessary.
  - e. The committee discussed the need to include language linking governance committees, assessment and the Board of Trustees. Dr. Woodfork agreed to assist in crafting this language.
  - f. The revised plan will be submitted to Cabinet for review and IPPC for approval. The goal is to finalize a draft by the end of the 2019-2020 academic year.
    - i. A sub-committee was formed to lead the revision process including Joe, Jennifer and Amy with support from Kerry.
    - ii. Peter will work on revision of Academic Affairs assessment
    - iii. Amy and Jamin will work on co-curricular assessment.

3. The committee discussed the possibility of creating a Strategic Plan Decision-Making Rubric. This is based off a comment made at a previous IPPC meeting of how the college and its constituents engage the strategic plan as it makes decisions.
  - a. One possibility would be to develop a rubric or overlay guide to bring Strategic Plan goals to front of mind as people are making decisions, guiding behavioral change and leading people to perceive actions that work toward the goals of the strategic plan as being in their best interests.
  - b. We would need to identify outcome measures for each area (ie. What does it mean to be financially responsible, sustainable, etc.)
    - i. Ex. Diversity and inclusion efforts are not currently aligned between the interests of students/staff and faculty. How do we measure, track and align our efforts?
  - c. A subcommittee was formed to discuss this idea in more depth including Peter, Jamin and Ron.
4. The committee discussed the role of the previously administered Alumni Learning Census.
  - a. Historically, the Alumni Learning Census (ALC) was administered by Fact Finders in Albany. The last time it was administered was 2016. It was developed in tandem with Goals for Student Learning.
  - b. The ALC had been administered annually by Alumni Affairs to alumni in line with the reunion dates. The survey cost \$7000 cost was being covered by the advancement budget. The response rate is approximately 12%.
  - c. Findings of past surveys have led to investment of resources in Alumni Affairs. Though the findings were not shared and utilized as widely as possible within academic affairs.
  - d. Given that we are discussing bringing back this survey, it seemed appropriate to take this moment to bring together all offices across campus that currently survey alumni.
    - i. IR administers the HEDS Alumni Survey every 5 years. The response rate is 30-35%. This survey will next be administered in 2021.
    - ii. The Career Development Center administers surveys to alumni at one, five and ten years out.
    - iii. The committee decided as a next step to organize a meeting with Mike Sposilli, Peter von Allmen, Kim Crabbe, Joe Stankovich and Amy Tweedy to inventory when and how different alumni surveys are administered, the questions asked and timing with the goal of streamlining and synchronizing alumni surveys.
5. Action Items
  - a. Please submit 2019-2020 agenda items or submissions describing last year's activities to Amy and Peter to be included in the Annual report by October 1.
  - b. A subcommittee meeting will be held for the IAP.
  - c. A subcommittee meeting will be held for the strategic plan rubric.
  - d. A meeting will be organized to discuss surveying alumni and the Alumni Learning Census.