**Utica College**

Task Force on Institutional Effectiveness

April 17, 2018

2:00 p.m. – 3:30 p.m.

IITS Conference Room

Members Present: Ann Damiano, Deanna Errico, Andrew Carr, James Scannell, Xiao Xiao, Donna Shaffner, Fran Vescio, Carl Lohman, and Erin Knight.

1. Minutes from April 3 were approved as written.

2. The IETF reviewed and revised the task force’s report to the President. Members were asked to get any edits to Ann Damiano prior to our next meeting.

3. The IETF will meet on April 24 to finalize the document. It will be submitted to President Casamento by the close of April.

4. The meeting concluded at 3:30 p.m.