**Utica College**

Task Force on Institutional Effectiveness

February 20, 2018

2:00 p.m. – 3:30 p.m.

IITS Conference Room

Members Present: Ann Damiano, Deanna Errico, Andrew Carr, James Scannell, Brandi Dodge, Carl Lohman, Xiao Xiao, Fran Vescio, Donna Shaffner, and Brandy Gray

1. The minutes from February 13, 2018 were approved.

2. The task force discussed three more effectiveness plans from Plattsburgh, Excelsior, and Cobleskill. Task force comments included:

* We want to be sure we clearly articulate any recommended processes and we should also be mindful of IT support needed to accomplish them.
* A linked document will be useful and easily updateable.
* We will need to articulate how assessments and process work together across the College in our recommended plan.
* Our audience is the UC community.
* In Cobleskill’s plan, the task force liked the integration of budget on page 18, the table of cycles on page 8, and the explanation of why institutions assess on page 4. The task force found the plan to be very readable and smart.
* We want a strong purpose statement in the UC plan, similar to Cobleskill’s “assessment principles.”
* The task force would like to recommend that Utica College revise the mission to include measurable goals.
* In Excelsior’s plan, the task force liked the “drill down and roll up” elements on page 11, the mission, the planning template, key performance indicators, and the steering committee.
* The task force will read the UC Self-Study, at least the planning, budget, and assessment sections in preparation for the meeting with Kim Lambert.

3. On February 27th, the task force will meet with Kim Lambert, and then begin a very early draft of recommendations.

4. The meeting adjourned at 3:20 p.m.