Institutional Effectiveness Task Force Meeting

01/16/2018

Present: Ann Damiano, Xiao Xiao, Carl Lohman, Fran Vescio, Andrew Carr, Wendy Moore, Brandy Gray, James Scannell, Deanna Errico, Erin Knight

The Institutional Effectiveness Task Force (IETF) reviewed the Utica College Assessing Institutional Effectiveness document and two example assessment documents from other institutions. The IETF concluded that:

* Assessing Institutional Effectiveness document must be re-done.
* The IETF will review the College’s mission and values for anything that is actually being assessed now. Fran will share a mission document on the google drive.
* The new assessment document should clearly outline actual assessment processes and expectations.
* The new document should be kept short, while still including the guiding principles. Principles should simply be listed in the document and defined elsewhere.
* Assessment has to be owned by the people doing the assessing.
* No monitoring or managing committee; assessment is a tool for the assessors.
* “Closing the loop” goes both ways. Assessors will need responses from VP’s on actions and reports.
* The new assessment document should include a survey schedule and the College’s Factbook.
* The College’s Strategic Plan and Institutional Priorities should have assessment measures built in.
* The IETF liked the visuals, layout, model, and committee structure of Southeastern’s assessment model.
* The IETF needs to decide what our systematic, ongoing assessment cycle will look like.

The IETF will collectively review three more models at the next meeting.