**Utica College**

Task Force on Institutional Effectiveness

March 20, 2018

2:00 p.m. – 3:30 p.m.

IITS Conference Room

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

1. Minutes from March 13, 2018 were approved.

2. The Task Force extensively reviewed the final report draft. The group decided:

* The guide should include a plan that clearly links assessment to budget.
* Guide should be less than 7 pages, though comprehensive.
* There should only be one assessment page on the UC website.
* There needs to be a new, standing IE committee.
* All websites and documents should be updated on a yearly basis, or in real time if needed.
* Assessment must be addressed in the College’s new strategic plan.
* The mission should be revised.

3. The group will review the mission and brainstorm possible metrics at the next meeting. Ann will write up the recommendations and create a rough outline of the assessment plan.

5. The meeting adjourned at 3:30 p.m.