**Utica College**

Task Force on Institutional Effectiveness

November 21, 2017

11:30 a.m. – 12:00 p.m.

ECJS 209

Members Present: Ann Damiano, Brandi Dodge, Deanna Errico, Erin Knight, Carl Lohman, and William Virkler

1. The task force assembled for an organizational meeting. Members present reviewed the task force charge, which is to study the college's current institutional assessment processes, research institutional effectiveness models and identify best practices, and propose recommendations for UC.  Included in the recommendations will be an institutional effectiveness plan and suggestions for a committee structure to oversee processes related to institutional effectiveness and continuous improvement.

2. The task force members approved using Michael Middaugh’s operational definition of institutional effectiveness. Elements of this definition are as follows:

* A clearly defined mission
* Clear goals communicated broadly to stakeholders
* Ongoing and systematic assessment of programs, services, and student learning with the goal of continuous institutional improvement
* Evidence-based decision making

3. The task force will begin its work in January. Weekly meetings are scheduled for Tuesday from 11:00 a.m. to noon (location TBD). The first meeting will be on January 16, 2018.

4. In order for us to “hit the ground running,” task force members should prepare for the first working meeting by reading and reviewing *Assessing Institutional Effectiveness at* Utica *College (January 2013)*. Ann Damiano will also send members specific links or documents of other models. Members will be expected to report on specific characteristics of the model(s) they are assigned to review. They should be prepared to identify the positive attributes of these models that might be included in what we propose.