Implementation Team for Institutional Effectiveness Meeting

Thursday, September 9, 2010
12:15 p.m. – 1:30 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (July 29, 2010) Committee

Three Cabinet Initiatives
(New General Education Model Implementation; Assessment; Communication) Committee

Working Committees – Alumni Survey/Senior Survey Committee
Exit Survey (Staff), Exit Survey (Students)

Faculty Representation on Implementation Team Committee

Non-Instructional Unit Review Template and Process G. Clary

Draft -- Schedule of Assessment G. Clary
(6/25/10 Middle States Letter; 3/1/12 Committee
Monitoring Report; 6/1/13 Periodic Review Report)

September 22, 2010 Meeting Committee
(Presentations: Student Services and Campus Life, Administration and Finance, Advancement, Academic Affairs)

September 22, 2010 Meeting Committee
(Proposed meeting dates for Fall 2010)

As May Arise
Implementation Team for Institutional Effectiveness Meeting

Wednesday, September 22, 2010
11:00 a.m. – 12:00 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (September 9, 2010) Committee
Announcements Committee
Working Committees – Alumni Survey/Senior Survey C. Wells
Exit Survey (Employees), Exit Survey (Students)
Non-Instructional Unit Review Template and Process G. Clary
Student Services and Campus Life Assessments – CAS A. Kirshman
Administration and Finance Assessments G. Silberman
Advancement Assessments M. Santos
Academic Affairs Assessments C. Wells
Meeting Schedule – Fall 2010 Committee
As May Arise

REMINDER: 3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Tuesday, October 19, 2010
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (September 22, 2010) Committee

Middle States Update C. Wells
G. Clary

Administrative Assessment G. Clary
(non-instructional unit review) J. Silberman

Student Services and Campus Life Assessments – CAS A. Kirshman

Administration and Finance Assessments G. Silberman

Advancement Assessments M. Santos

Academic Affairs Assessments C. Wells

Alumni/Senior Survey Committee Report G. Clary/N. Snow

Exit Survey (Employees) Committee Report E. Collins/J. Pena

Exit Survey (Students) Committee Report A. Kirshman/
J. Silberman

REMINDER: 3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Thursday, November 4, 2010
8:30 a.m. – 9:30 a.m.
Stratton Administration Building Room 317

AGENDA

Guest – C. Vargas-Aburto

Review of Meeting Notes (October 19, 2010) Committee

Cabinet Update (Non-instructional Unit Assessment) J. Silberman
J. Pena
E. Collins

Alumni/Senior Survey Committee Report G. Clary/N. Snow

Exit Survey (Employees) Committee Report E. Collins/J. Pena

Exit Survey (Students) Committee Report A. Kirshman/
J. Silberman

Administrative Assessments

Student Services and Campus Life Assessments – CAS A. Kirshman

Administration and Finance Assessments G. Silberman

Advancement Assessments M. Santos

Academic Affairs Assessments C. Wells

REMINDER: 3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Tuesday, November 23, 2010
1:00 p.m. – 2:30 p.m.
Stratton Administration Building Room 317

AGENDA

Working Lunch

Review of Meeting Notes (November 4, 2010) Committee
Managers’ Retreat Update (Administrative & Educational Support Unit Assessment) J. Silberman
Assessment Consultant Update (Dr. Jayne Swanson, Director of Assessment and Professional Development, Alfred State College, Alfred, New York) C. Wells
Alumni/Senior Survey Committee Report G. Clary/N. Snow
Exit Survey (Employees) Committee Report E. Collins/J. Pena
Exit Survey (Students) Committee Report A. Kirshman/J. Silberman
Administrative Assessments
  Student Services and Campus Life Assessments – CAS A. Kirshman
  Administration and Finance Assessments G. Silberman
  Advancement Assessments M. Santos
  Academic Affairs Assessments C. Wells

REMINDER: 3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Tuesday, December 12, 2010
2:00 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (November 23, 2010) Committee

Request for Survey Inventory G. Clary

Administrative & Educational Support Unit Assessment (Update) J. Silberman

January CET Workshop on Assessing General Education G. Clary

Proposed January Working Session (available evidence on Strategic Goals) Committee

Revisit Faculty Representation Committee

Alumni/Senior Survey Committee Report G. Clary/N. Snow

Exit Survey (Employees) Committee Report E. Collins/J. Pena

Exit Survey (Students) Committee Report A. Kirshman/ J. Silberman

Administrative Assessments

Student Services and Campus Life Assessments – CAS A. Kirshman

Administration and Finance Assessments G. Silberman

Advancement Assessments M. Santos

Academic Affairs Assessments C. Wells

REMINDER: 3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Monday, January 31, 2011
12:00 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (November 23, 2010)  Committee
Review of Meeting Notes (December 12, 2010)  Committee
Update on January CET General Education Workshop  G. Clary
Update on University Surveys Inventory  G. Clary
Administrative & Educational Support Unit Assessments  Committee
Revisit Faculty Representation  Committee
Alumni/Senior Survey Committee Report  G. Clary/N. Snow
Exit Survey (Employees) Committee Report  E. Collins/J. Pena
Exit Survey (Students) Committee Report  A. Kirshman/
                                            J. Silberman

As May Arise

REMINDER:  3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Tuesday, February 15, 2011
1:00 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (January 31, 2011) Committee

Update on University Surveys Inventory G. Clary
Division of Community Relations Survey N. Snow

Administrative & Educational Support Unit Assessments:

Student Services and Campus Life J. Silberman/
G. Clary

Social Equity E. Collins/
Disability Services N. Snow
University Relations

Dining Services/Mail Services/One Card Office A. Kirshman/
Alumni Division M. Santos
Budgeting/Bursar/Comptroller/Purchasing

Office of the Registrar J. Pena/C. Wells
Library Services
Office of International Programs

Institutional Research M. Santos/
Office of Information Technology A. Kirshman
Office of Grants and Sponsored Projects

Financial Aid Services N. Snow/E. Collins
Distance Education
Career Development Center

Human Resources N. Snow/C. Wells

Office of Assessment C. Wells/J. Pena
Physical Plant/Facilities Management
Community Engagement/Government Relations

Conference Services C. Wells/N. Snow
Implementation Team for Institutional Effectiveness Meeting

Tuesday, February 24, 2011
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

- Review of Meeting Notes (February 15, 2011) Committee
- Administrative & Educational Support Unit Assessment Plans Committee
- Update to Cabinet Committee
- Implementation Team Website Committee
- Managers’ Retreat E. Collins
- CAS Review A. Kirshman
- Monitoring Report Guidelines J. Silberman/ C. Wells

As May Arise

REMININDER: 3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Thursday, March 31, 2011
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (February 24, 2011) Committee
Administrative & Educational Support Unit Assessment Plans (relate to Strategic Plan) Committee
Institutional Examples of “Closing the Loop” Committee
Update to President Committee
Revisit Team’s Roles and Responsibilities* Committee
SmartEvals Freshman Class Year Survey G. Clary
Task Stream “Advancing Educational Excellence” Online WebCast (April 13, 2011, 1:00 p.m.) G. Clary
Survey of Surveys G. Clary
Managers’ Retreat (April 18, 2011) J. Silberman/ E. Collins

*Cabinet Retreat (Tuesday, July 27, 2010)

Mission: Coordinate and facilitate assessment efforts taking place within programs and divisions across the University.

Responsibilities: (1) Propose recommendations on policies and procedures related to institutional assessment; (2) Advise the Office of Assessment on institutional assessment; (3) Provide a forum for divisions to discuss their assessment activities and consider opportunities for divisions to collaborate on collecting and using assessment data for the improvement of the institution; (4) Communicate with the Strategic Planning and Resource Committee about (a) gathering data on strategic goals and initiatives, (b) using the data for achieving strategic goals, and (c) reporting on progress on accomplishing the strategic goals to senior management and the community; and, (5) Facilitate completing the “assessment cycle” (from goals to measures to results to using the results for improvement) for institutional goals.
Implementation Team for Institutional Effectiveness Meeting

Monday, May 2, 2011
3:00 p.m. – 4:30 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (March 31, 2011) Committee

Updates:

Managers’ Retreat (April 18, 2011) Committee

Cabinet (April 25, 2011) J. Silberman/G. Clary

Senate (April 28, 2011) J. Silberman/G. Clary

Annual Program Assessment of Student Learning Outcomes C. Wells

Administrative & Educational Support Unit Assessment Plans (feedback to units) Committee

Survey of Surveys G. Clary

Dr. Jayne Swanson’s Visit (May 5 and 6, 2011) C. Wells

Institutional Examples of “Closing the Loop” Committee

Assessing the Strategic Plan Committee

As May Arise

REMINDERS:

Next Meeting: Tuesday, May 17, 2011, 1:30 p.m. – 3:00 p.m.

3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Tuesday, May 17, 2011
1:00 p.m. – 2:30 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (May 2, 2011)          Committee

Cabinet Update (Strategic Plan)                  E. Collins/
                                              J. Pena/
                                              J. Silberman/
                                              C. Wells

2010-2011 Divisional Assessment Plans
(Vice President Letter One)                    J. Silberman

2010-2011 Divisional Examples of Institutional
Effectiveness (Vice President Letter Two)       J. Silberman

2010-2011 Divisional Assessment Plans
(Examples for Monitoring Report)               J. Silberman

Alumni/Senior Survey                           G. Clary/
                                              N. Snow

University Survey Guidelines                   G. Clary

As May Arise

REMINDEERS:

Next Meeting: Thursday, June 2, 2011, 1:30 p.m. – 3:00 p.m.

3/1/12 Monitoring Report; 6/1/13 Periodic Review Report
Implementation Team for Institutional Effectiveness Meeting

Thursday, June 2, 2011
1:30 p.m. – 3:00 p.m.
Stratton Administration Building Room 317

AGENDA

Review of Meeting Notes (May 17, 2011)                  Committee

Alumni Survey Revision Project                           G. Clary/
                                                        N. Snow

Inventory of University-wide Surveys Project              G. Clary

Internal Webpages for Assessment                          G. Clary

Strategic Initiatives 2010-2011                            G. Clary

2010-2011 Divisional Examples of Institutional          Committee
Effectiveness

WASC Educational Effectiveness Framework
(Capacity and Effectiveness as They Relate to             G. Clary
Student and Institutional Learning)

As May Arise

REMINDERS:

Next Meeting: Thursday, June 15, 2011, 1:30 p.m. – 3:00 p.m.

3/1/12 Monitoring Report; 6/1/13 Periodic Review Report