

## 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 <i>(New General Education Model Implementation; Assessment; Communication)</i>	Committee
Working Committees – Alumni Survey/Senior Survey Exit Survey (Staff), Exit Survey (Students)	Committee
Faculty Representation on Implementation Team	Committee
Non-Instructional Unit Review Template and Process	G. Clary
Draft -- Schedule of Assessment <i>(6/25/10 Middle States Letter; 3/1/12 Monitoring Report; 6/1/13 Periodic Review Report)</i>	G. Clary Committee
September 22, 2010 Meeting <i>(Presentations: Student Services and Campus Life, Administration and Finance, Advancement, Academic Affairs)</i>	Committee
September 22, 2010 Meeting <i>(Proposed meeting dates for Fall 2010)</i>	Committee
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 Exit Survey (Employees), Exit Survey (Students)	C. Wells
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 (non-instructional unit review)	G. Clary 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 Division of Community Relations Survey	G. Clary N. Snow
Administrative & Educational Support Unit Assessments:	
Student Services and Campus Life	J. Silberman/ G. Clary
Social Equity Disability Services University Relations	E. Collins/ N. Snow
Dining Services/Mail Services/One Card Office Alumni Division Budgeting/Bursar/Comptroller/Purchasing	A. Kirshman/ M.Santos
Office of the Registrar Library Services Office of International Programs	J. Pena/C. Wells
Institutional Research Office of Information Technology Office of Grants and Sponsored Projects	M. Santos/ A. Kirshman
Financial Aid Services Distance Education Career Development Center	N. Snow/E. Collins
Human Resources	N. Snow/C. Wells
Office of Assessment Physical Plant/Facilities Management Community Engagement/Government Relations	C. Wells/J. Pena
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	

REMINDER: 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	

### **REMINDERS:**

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