IPPC Sub Committee- Institutional Effectiveness Minutes
September 27, 2021
Present: Michael Arnush, Peter von Allmen, Jamin Totino, Jennifer Allen, Mike Sposilli, Joe Stankovich, Joshua Woodfork, Luke Meyers, Amy Tweedy

1. Welcome to new year and check in
2. IE/Assessment Annual Report
   a. Report is an important tool to help us understand what we have learned, and how we are responding to what we have learned.
   b. Draft has been circulated to group. Each member should provide feedback on the section for their area by October 1.
3. Racial Justice/DEI Inventory-
   a. Discussion of options for next steps:
      i. For academic department and program inventories, the Chairs and Program Directors meeting is a good venue, such as utilizing the former round table structure
      ii. For administrative side, dialogue and collaboration across units, repository of best practices.
      iii. Process should be participatory rather than a lecture
      iv. Opportunity to discuss within breakout rooms for student affairs for example.
      v. Advancement holds monthly divisional meetings where they could discuss results. Again, breakout rooms or round tables would be more meaningful.
      vi. Bringing Finance and Administration together would be challenging.
      vii. Summary of what we've learned, code that and disseminate. What themes have emerged? There are things we need to know first, before we make a plan for future discussions with the larger college constituency.
      viii. What is role of Inclusion Liaisons?
      ix. Action Item: Each member review spreadsheet and we will discuss at next meeting.
      x. New ADEWD is starting in October
4. Implementing Assessment/IE Plan
   a. Gathering submissions from each division
      i. Will discuss process in October
      ii. Communications with Departments about Assessment
   b. SIE reviewing and offering feedback
5. Reviewed updates to the website
6. Current Assessments planned for the academic year
   a. NACCC Racial Climate Survey- staff
   b. Non-Returning Student Survey

      c. Campus Master Planning
      d. IT Audit
      e. HR
      f. Results from Campus Safety External Review
      g. HEDS Alumni Survey
      h. Additions…

7. Establishing a meeting time
      a. Kerry will send a Doodle to identify a Thursday week and time

Present: Michael Arnush, Cathy DeLorenzo, Jennifer Allen, Peter von Allmen, Amy Tweedy, Mike Sposilli, Luke Meyers, Jamin Totino, Joshua Woodfork, Joe Stankovich, Kerry Nelson

1. IE/Assessment Annual Report published and available on website
2. Racial Justice/DEI Inventory
   a. Presentation of academic submissions- Peter
      i. All departments/programs were asked to complete the inventory, and most submitted thoughtful responses. Dominant themes among resource requests: external consultants and training/workshops; faculty lines, course releases, salary support; funds for speakers; public engagement; transportation assistance, support for learning resource accessibility; indigenous community engagement; space; student research and training funds.
   b. Presentation of administration submissions- Amy
      i. Full representation from all administrative units.
      ii. Goals embedded in practice but not explicit. Most could name professional organization and were able to identify available resources.
      iii. Common themes on resource requests-opportunities for collaboration, training most effective over time rather than one time.
   c. Discussion Next Steps
      i. Reviewed goals of the project:
         a. To develop a share list of best practices
         b. To recognize our successes and share creative ideas
         c. To make connections and/or collaborations between units and offices
         d. To identify professional development areas
      ii. Example of best practice recently implemented Accessibility is SAS sent faculty and LEDS for Universal Design training. Incorporated Universal Design into remote teaching. Captioning and accessibility resources available through LEDS.
      iii. Noted requests for funding and resources conflicting with need for funding cuts and need to deliver new curriculum.
         a. What will we give up to make room for DEI work?
         b. Can this assessment be used to identify ways to streamline DEI work?
         c. Workshops and speakers are minimally effective. We need sustained structural change.
         d. What other creative ways can we engage this work?
         e. Recognition of other projects that have had an impact such as HEDS Campus Climate working group.

     d. In summary of next steps.
- i. A summary of the resources requested for the academic programs has been submitted to the Dean of Faculty and President's Office.
- ii. The committee recommended sharing this information at an extended cabinet or similar event to work on advancing initiatives.
- iii. Connect with the Inclusion Liaisons who were part of the original initiative.

3. December meeting will be devoted to each member presenting current assessment/IE projects happening in your respective areas with an opportunity for committee members to respond cross-institutionally. Please be prepared to present the following:
   - a. Title of the project(s)
   - b. Who is involved
   - c. Research question
   - d. Methodology
   - e. Timeline
   - f. Plan for analysis and developing action goals

This mid-year check-in will also serve as a basis for a fuller discussion of the role of the SIE committee and establishing goals for the spring.

Present: Mike Sposilli, Michael Arnush, Jamin Totino, Jennifer Allen, Peter von Allmen, Amy Ballesteros, Cathy DeLorenzo, Amy Tweedy, Joe Stankovich, Joshua Woodfork

1. Welcomed Amy Ballesteros, Communications and Marketing, to the committee with a round of introductions.
2. Updates on assessment and IE across the areas of the subcommittee.
   a. <u>Academic Assessment</u>-
      i. Department and program assessments are going as planned.
      ii. Gen Ed academic assessment on Bridge Experience will be repeated in spring to expand sample size.
      iii. Data analysis on FYE assessment is ongoing.
   b. <u>VPAA</u>-
      i. Academic Review Study:
         1. When students struggle academically and are reviewed by CAS, which students are they?
         2. What happens to those students?
         3. How to share results?
         4. Challenges: Getting data out of the system.
      ii. OP-Summer Academic Institute low response rate on survey – only 10-15% responded. How often do students take advantage of staff?
      iii. Academic Advising-assessment of usage, contact and follow up.
      iv. FYE-Survey data analysis is ongoing.
      v. Registrar and OCSE are reviewing their mission statements and goals.
   c. <u>Advancement</u>
      i. Advancement has solicited proposals for an alumni survey from two consultants and are determining when to launch the survey. The survey will have 3 stages: preparation, launch, data analysis and report writing. Career Development questions will be integrated into the survey.
   d. <u>Admissions</u>
      i. Admissions is reviewing the 2021 Admitted Student Questionnaire (ASQ) responses in collaboration with IR. Instrument is free for colleges to use but the vendor is no longer in business so this will likely be the last administration of the ASQ.
      ii. Working with consultant to assess application pool and recruitment strategies
   e. <u>Finance and Administration</u>
      i. The HR Faculty and Staff compensation study is wrapping up this spring.

ii. An HR consultant is conducting external review and making recommendation of updated structure and staffing.
    iii. IT Strategic Planning Assessment is in progress – meeting the college's IT needs going forward. Report coming in summer.
    iv. Campus Safety assessment
    v. Campus Master Planning process is ongoing and the final report will be finalized at the end of the semester.
  f. <u>Student Affairs</u>
    i. Assessment of Covid response including everything from quarantine arrangement to meal delivery.
    ii. Working with consultant on benchmarking staffing models.
    iii. Survey of international students to gauge wellness and adjustment to campus, particularly for those who studies remotely their entire freshman year.
    iv. SAS is engaged in a self-study.
    v. The Office of Student Engagement partnered with the Chief Diversity Office to respond to SGBM and Transphobia demands.
  g. <u>NACCC Racial Campus Climate Student Survey</u>
    i. 53% response rate. Analysis has begun.
    ii. NACCC Staff survey initiating Spring 2022. Faculty next Spring 2023.
    iii. Leadership from this group is requested in helping push out the staff survey.
  h. <u>Communications and Marketing</u> – Flags downtown, digital signage-monitors across campus being revamped from static to dynamic. Goal is providing information relatable to students.
3. Other Items
  a. HEDS Diversity and Equity Campus Climate Survey – Website is live: https://www.skidmore.edu/heds/
  b. Keeping an eye on assessing choosing consultants for various studies, cost effectiveness of using consultants, how is the information they collect integrated?
4. Action Items:
  a. Think about how we can help work across silos.
  b. Implementation of Assessment Plan

IPPC Sub Committee- Institutional Effectiveness Minutes
March 10, 2022

Present: Cathy DeLorenzo, Joe Stankovich, Amy Tweedy, Michael Arnush, Jennifer Allen, Amy Ballesteros

1. Follow-up from last meeting
   a. Update on Names in System Project
      i. Using chosen name as primary name separate from legal name. Assessment moment-ways that our areas intersect. Chosen/preferred name comes in on common app and chosen name is used by admissions. Demonstrates response to transphobia demands.
   b. Preparing for the Annual IE Report
      i. Each area should start thinking about their contributions to the annual report.
      ii. Deadline July 1

2. Strategic Action Agenda for the 2022-23 Academic Year has been released
   https://www.skidmore.edu/planning/documents/agendas/strategic-action-agenda-21-22.pdf

   a. Discussion of ways in which assessment drives the strategic action agenda.
   b. Racial Justice Initiative – website being updated.
   c. HR compensation study is in progress
   d. Campus Master Planning being finalized for the BOT vote in May.
   e. SGBM-listening tours in the fall

3. Overview of College planning cycle in next few years:
   a. Middle States Self-Study as a point of self-reflection which sets up
   b. Strategic Planning cycle which drives us into next
   c. Capital campaign

4. Homework for April meeting: Assessing IE at Skidmore Survey
   a. Questions to consider
      i. Are there terms/concepts that are unfamiliar?
      ii. Where do you see SIE playing a role in moving us from one level to the next?
      iii. What area(s) seem most helpful for Skidmore to improve?
      iv. SUNY Council on Assessment created a rubric based on review of multiple self-studies to think about institutional effectiveness. Where do we see the role fo this committee based on responses to survey created from rubric, and discussion of results.
      v. Survey link: https://skidmore.qualtrics.com/jfe/form/SV_cCT3Hlx1PKAnPhQ

IPPC Sub Committee- Institutional Effectiveness Minutes
April 14, 2022

Present: Cathy DeLorenzo, Peter von Allmen, Amy Tweedy, Jamin Totino, Joshua Woodfork, Joe Stankovich, Amy Ballesteros

1. MSCHE accreditation
    a. Administrative unit assessment is important
    b. Annual reports important as documentation
    c. Focus on outcomes- in other words, what was learned and what updates will be made as a result
2. Results of Rubric Survey that committee filled out:
    a. Keep in mind:
        i. Are there terms/concepts that are unfamiliar?
        ii. Where do you see SIE playing a role in moving us from one level to the next?
        iii. What area(s) seem most helpful for Skidmore to improve?
    b. Reviewed results of the Institutional Effectiveness survey (scale = not evident, emerging, proficient, excelling)
        i. Plan= proficient is most frequent
        ii. Outcomes = emerging is most frequent
            1. Administrative vs academic
        iii. Alignment = emerging is most frequent, followed by proficient
            1. Academic is probably ahead here
        iv. Resources = proficient is most frequent
        v. Culture = emerging is most frequent
        vi. Data Focus = proficient is most frequent
        vii. Sustainability = proficient is most frequent
        viii. Monitoring = emerging/proficient tied for most frequent
        ix. Communication = proficient is most frequent
        x. Strategic planning and budgeting = emerging/excelling is most frequent
        xi. Closing the loop = emerging is most frequent
            1. Now called "continuous improvement"
            2. About scale and not consistent
    c. To do:
        i. Identify where the SIE Committee can have role as a committee?
        ii. In your local area/dept/office, is there an area where you can put more commitment to?