

CSCU | Students First

Planning Team	INSTITUTIONAL RESEARCH/ASSESSMENT
Meeting Date	May 23, 2017
Members Present	<p>Susan Anderson, Naugatuck Valley CC Michael Ben-Avie SCSU Caitlin Boger-Hawkins, Northwestern CT CC Michael Broderick, Charter Oak State College Paula Bunce, CCSU William Gammell, Director of Research and System Effectiveness, CSCU System Office Rommel Guadalupe, Institutional Research Accountability Manager, CSCU System Office Jan Kiehne, Institutional Research Specialist, P20 WIN Program Manager, CSCU System Office Yvonne Kochera Kirby, CCSU Mark Lynch, Gateway CC Qing Mack, Asnuntuck CC David Nielsen, Manchester CC David Pettigrew, SCSU Laura Qin (via WebEx), Three Rivers CC Jenny Wang, Director of Institutional Research, Capital CC Annie Davis, CSCU System Office, Support Staff</p>

Meeting Notes

The Institutional Research/Assessment Planning Team is specifically charged with:

- Inventorying the activities in each IR office to determine overlap/commonality of tasks, as well as identifying those activities that are unique, yet essential, to individual campuses.
- Identify opportunities to have common activities done more efficiently for all institutions at the same time by functional/excellence teams assigned to areas of specialty.
- Ascertain staff skills/strengths available throughout the system.
- Identify technology, training support and other resources that may be needed to facilitate streamlining processes.
- Develop a hybrid organizational model, a structure that incorporates excellence teams, but allows IR professionals to continue to deliver service associated with the unique needs of their specific campus.

All planning team members were present, one via WebEx.

Planning Parameters were discussed – Take an inventory of all 17 campuses to determine commonalities/overlaps, campuses’ uniquenesses, the systems we use. Once that is completed, we will compile a list of all campuses’ IR/Assessment office activities, size of the office, frequency of work, tasks by personnel, and skill sets. CCSU utilizes a “tracking document” listing different categories of requests such as Federal, Local, Surveys, Fact book, Ad Hoc, etc. We may set up a similar document with specific categories.

All were encouraged to query and debrief our IR colleagues who are not at the table.

A summary of the resolution from the SCSU Faculty Senate to the BOR was shared. While being committed to both the shared governance and planning processes, there were concerns that this would cause a negative impact to maintaining academic excellence and losing loyal staff who have served for many years. If services are managed centrally, will we lose the relationships that have been built? We need to ensure a local presence.

Concerns, hopes, outcomes include:

- We need to maintain relationships with functional offices, i.e. Registrar Office
- This is an opportunity to do things more efficiently.
- This is an opportunity to do some strategic planning for IR across the System by pinpointing individual endeavors at each campus as well as standardizing reporting.
- Policies vary across the System. We need to take into consideration size of campus as well as campus culture.
- Program review varies across the System. There needs to be development of a common data set for program review.
- Currently, there isn’t an adequate opportunity to share best practices.
- We must maintain the spirit of transparency and share information with our colleagues. The activities and progress of the IR/Assessment Planning Team will be a standing agenda item for the Institutional Research Council.
- This is an opportunity to jump in and be enthusiastic as we build “from the ground up” and learn from each other.
- There is a concern that no matter what plan the Team develops that it will be discounted by senior staff due to the fiscal challenges.
- There is a concern that there could possibly be resistance from colleagues and we will be unable to move forward.
- There is a concern that a reduction in staff will happen in the IR community at a time when the IR staff’s skills become even more necessary for planning purposes. Moreover, should IR folks be tasked with learning other data and systems, it would take time for people to get up to speed.
- It was suggested that we make a good case of how crucial our existing staff is.

- There is a concern that our common goals are being developed without knowing the System's goals.

There was a discussion regarding assessment and how IR involvement in assessment varies from one institution to another.

There was some discussion around the Students First strategies and what could possibly happen if concessions are not obtained from the unions.

IPEDS standards and the importance of data cleanup at the campus level, as well as accreditation was discussed.

The idea of creating "functional teams" and "account reps" was discussed. Will functional teams avail more time to IR/Assessment staff to "do other things"? What would we *stop* doing? Our focus should not be on what we are not going to do but rather how can we do things in a different more efficient manner. If provided with data-driven tools, "scrubbing" can be done automatically via a data warehouse. The progress of the data warehouse initiative was provided. By developing functional teams it will make it so we identify and tap into our experts/areas of expertise.

There was a review of the Team's charges. The charges will be posted to the website on the Students First page.

We discussed optimizing the use of common vendors and common surveys.

How do we ensure alignment with the goals/outcomes of the other planning teams, for example IT?

The deadline for submitting our recommendations is early fall. Recommendations should include the organizational structure, functional teams, and next steps for the team.

Meeting Dates

A proposed list of dates/times was distributed, however, it was suggested that a Doodle Poll be sent out to ascertain common availability.

In preparation of the next meeting (tentatively June 6th): CCSU IR will share with the team their inventory/tracking document of office activities that can potentially be adapted for the planning team's use. Once the template is agreed upon, we will inventory the planning team's institutions before reaching out to those IR institutions not at the table.