

CSCU | Students First

Planning Team	INSTITUTIONAL RESEARCH/ASSESSMENT
Meeting Date	June 6, 2017
Members Present	Michael Ben-Avie SCSU Caitlin Boger-Hawkins, Northwestern CT CC Paula Bunce, CCSU William Gammell, Director of Research and System Effectiveness, CSCU System Office Rommel Guadalupe, Institutional Research Accountability Manager, CSCU System Office Yvonne Kochera Kirby, CCSU Mark Lynch, Gateway CC David Nielsen, Manchester CC David Pettigrew, SCSU Jenny Wang, Director of Institutional Research, Capital CC Annie Davis, CSCU System Office, Support Staff

Team Charge

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.

Meeting Notes

- The draft notes from the 5/23/17 meeting were approved with two revisions.
- The team reviewed the inventory/tracking document submitted by CCSU as a possible viable template for the team versus the inventory documents submitted by Manchester CC and Three Rivers CC with slightly different formatting.
- The template was discussed at length:
 - List should include ad-hoc requests as well as internal requests which are specific to the campus and specific to the system office.
 - Who are the customers of our deliverables?
 - In many instances the “behind the scenes” work of answering data requests is not reflected.
 - The more detail we can provide the better.
 - Categorize common activities.
 - How many common activities can be centralized?
 - IR / Assessment functions overlap even though their functions differ.
 - Identify what our IT needs are.
 - Determine how much time is spent on campus specific ad-hoc requests vs. other requests.
 - Determine the different “activity buckets” to be used, e.g. Data Governance, Reporting, Assessment, Academic Excellence/Quality
 - Should we include “required external reporting” and “non-required external reporting”?
 - Should we include the time involved in meeting data requests?
 - Discussion on whether to only list this past year’s activities or record those activities that are necessary, but only occur at intervals longer than one year, for instance. NSSE, CCSSE/SENSE.
 - There is a great need for a data warehouse.
 - Based on the suggestions and discussions, Bill Gammell will develop a template for the Team to review. It will be sent to the Team electronically before the next meeting.
- Development of Function Teams was discussed:
 - e.g. Analytic, Data Governance, Assessment, Reporting (IPEDS, NEASC), Enrollment/Retention.
- The next IR/Assessment Planning Team meeting is *Tuesday, June 20th, 10 am to 12 pm.*