

CSCU | Students First

Planning Team	INSTITUTIONAL RESEARCH/ASSESSMENT
Meeting Date	June 20, 2017
Members Present	Michael Broderick, Charter Oak Paula Bunce, CCSU William Gammell, Director, Research & System Effectiveness, CSCU System Office Yvonne Kochera Kirby, CCSU Qing Mack, Asnuntuck CC David Nielsen, Manchester 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 6/6/17 meeting were approved with minor revisions.
- The team reviewed the inventory/tracking document with finalization being the goal. At the June 9th Institutional Research Council meeting, it was suggested pre-populating the document with obvious IR activities. The team agreed on the document and it is now finalized and ready to be distributed.
- There was discussion on how specific tasks would be carried out after the consolidation. It was concluded that this level of detail would be the responsibility of the emerging functional groups.
- There is not an accurate way to capture the complexity of some data requests/projects.
- Bill Gammell suggested forming two small teams – Team 1 (Qing Mack, David Nielsen, Jenny Wang, and Laura Qin) would be responsible for the 2 year institutions and Team 2 (Yvonne Kirby, Paula Bunce, and Michael Broderick) would be responsible for the 4 year institutions. They can then report to the planning team with suggestions for the identification of logical clusters of common activities.
- Discussion regarding having a common data set and metadata layer.
- There are concerns on the difficulty of recommending some consolidation steps without knowing the ultimate configuration of the organization, particularly the community college portion.
- Discussion regarding the differences between CCSU and SCSU's IR Departments and Assessment Departments.
- Discussion regarding ad-hoc reporting.
- Best practices will be determined through the inventory process.
- There was some discussion regarding the data warehouse, data standardization for Banner 9, Banner Cloud.
- Once the team receives the completed inventory document from the institutions (due to Annie Davis by July 7th), we can then compile a list of all activities, determine commonalities/what is done collectively. Other information will be gathered later, e.g. skill sets, technology tools used, and the size of the IR/Assessment offices.
- The next IR/Assessment Planning Team meeting is *Wednesday, July 5th, 1:00 pm to 3:00 pm*.