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

- A revised draft of the meeting notes of the 9/5/17 meeting were emailed to the team. No further revisions were requested.
- Today’s meeting will focus on the possible organizational structure (a schematic was provided).
- The team will also review the IR/Assessment Team report which is due to President Ojakian’s office on October 5 (1st draft copy of report was provided). Bill Gammell thanked fellow writing team members Caitlin Boger-Hawkins and Yvonne Kochera-Kirby for their assistance.
- The possible organizational schematic and IR/Assessment Team report were reviewed.

Comments, questions and discussions included:
- The 4-year coordination team section looks good; based on the meetings that the 4 year institution and COSC team members had.
- Can we leverage the cyclical-common activities?
- This is a significant opportunity to streamline activities on the community college side.
- The IR Repository will need to be enhanced while we’re waiting for a state-of-the-art data warehouse. The CSUs, in theory, could assist other campuses with their reports – A good example of shared resource.
- How will the new structural design ensure fair representation?
- Everyone has IR coverage now – Going forward, would an IR director possibly have to cover more than one campus?
- Functional teams will be able to assist with ad-hoc data requests.
- There was much discussion around assessment and the Assessment Council. The members agreed that there should be a separate Assessment section in the IR/Assessment Team report. Regarding the Assessment Council, there are questions at the council level but they don’t have the context yet, however, IR is ready to assist.
- Assessment may be looked at differently from campus to campus.
- It is difficult to quantify the assessment function.
- Staffing and coordination of the assessment function lies with faculty.
- Assessment is a NEASC requirement (NEASC sections 2, 4, and 8).
- Regarding the consolidation as a whole, will there be more of a collaboration? There doesn’t appear to be any integration shown on the draft organizational structure schematic. The need for a state-of-the-art data warehouse was reiterated. With the great knowledge across the system, it will be nice to be able to share it.
- Add “critical success factors” to the beginning of the IR/Assessment Team report. Also, it would be good to add this is a “working document” and/or “these are examples; other data elements as needed”.
- Revisions/suggestions to the report were discussed and will be incorporated. A revised draft of the IR/Assessment Team report will be sent to the team.

The next meeting of the IR/Assessment Planning Team is scheduled for Tuesday, October 3, 2017, from 1 pm to 3 pm, Conference Room 206 at the System Office.