

CSCU | Students First

Planning Team	INSTITUTIONAL RESEARCH/ASSESSMENT
Meeting Date	September 26, 2017 MEETING HELD VIA WEBEX
Members Present	Michael Ben-Avie, SCSU Caitlin Boger-Hawkins, Northwestern CT CC Michael Broderick, COSC Paula Bunce, CCSU William Gammell, CSCU System Office Jan Kiehne, CSCU System Office Yvonne Kochera Kirby, CCSU Mark Lynch, Gateway CC Qing Mack, Asnuntuck CC David Nielsen, Manchester CC Laura Qin, Three Rivers 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

- 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.**