

Institutional Assessment Committee Minutes
September 22, 2022
2:30 – 3:00 p.m.
Zoom

Committee Co-Chairs: Carlee Ranalli, Dean, Planning and Institutional Effectiveness and Tanda Emanuel, Assistant Professor/Program Coordinator, Health Information Management/Electronic Health Records, Division of Health Sciences

Committee Members: Jessica Miller, Victoria Gratton, Lori Kendall, Kendra Perry, Alison Preston, Brandon Brereton, Sharon Akuokoh

Present: Carlee Ranalli (co-chair), Tanda Emanuel (co-chair), Jessica Miller, Victoria Gratton, Lori Kendall, Alison Preston, Brandon Brereton, Sharon Akuokoh

Guests: Teresa Thorn, Laura Renninger

The meeting was called to order at 2:34 pm

- I. **Approval of the minutes:** There was a motion to approve the minutes by Tanda Emanuel and a second to the motion by Alison Preston.
- II. **Committee Updates:** The committee welcomed three new members: Jessica Miller, Development and Advancement; Victoria Gratton, Executive Assistant, Student Affairs; and Brandon Brereton, Assistant Director, Finance.
The committee currently does not have any charges; however, the focus will be on:
 - How to collect data across campus,
 - How to use that data across the college for Middle States self-assessment
 - Surveys being conducted and the data being collected
 - Inviting guest speakers from other committees
- III. **Discussion of Assessment:** The first survey discussed was John's Food Service Survey. This survey yielded a 40% response rate from employees and will be used to better modify food services.
- IV. **Discussion of Strategic Plan- Commitment #2, Assessment (Laura Renninger):** Dr. Renninger stated that the College is currently implementing many of the items listed in Commitment #2 of the strategic plan; however, the College's primary focus is on the creation of an Institutional Assessment Plan.

She then went on to define “governance”. She also mentioned that she is looking into using a tool called the National Survey of Student Engagement as a benchmark (NSSE). This tool will be compared nationally, but it will also help the College focus on problem areas. The tool also allows for the creation of campus-specific questions. Alison Preston mentioned that HCC used the NSSE in 2013, with only a 9.6% response rate, and that the survey would be a starting point in the creation of a more comprehensive plan.

V. **Middle College Assessment Presentation (Teresa Thorn, Alison Preston):**

The following surveys were discussed by the guest speakers:

- **Outcome Assessment Survey (Oct 2021)** – This survey was used to track students and had a positive outcome.
- **Student Survey after the pandemic** – The results of this survey were used to speak to the public school system and had positive outcomes.
- **Middle College Summer Pre- and Post-Orientation Survey** – This was a two-day event which had good responses.
- **Alumni Survey 2022** - The purpose of the survey was to connect with prior students and gather information on the long-term impacts of Middle College participation on transfer, bachelor’s completion, and employment. The survey was issued to 65 alumni (2015-2018) via an email link and mail, with a 31% response rate. The mailed survey with the QR code had a response rate of almost half of students using the code. This method of surveying had a clear impact on decision making which raises the question of “How can we take this model and apply it to other areas?” Seventy-five percent (75%) graduated within 2 years and 90% graduated from a 4-year institution. Most alumni have graduated from their transfer institution and are working full-time in their career field.

VI. **Questions and Other Discussion:** No questions were raised.

VIII. **Adjournment:** The meeting adjourned at 3:06 pm.