**Agenda for Institutional Effectiveness Committee (IEC)**

**2013-2014**

Several years ago, Haverford College established an Institutional Effectiveness Committee, and the purpose of this committee is to examine various aspects of the college enterprise, and to assess if the projects/offices/programs are successful in achieving their particular goals.  It works to improve functioning across the college and spearheads, organizes, and oversees assessment activities at the College. The IEC committee members and the current agenda items for the academic year 2013-2014 are listed below.

*Committee Members:*

* Fran Blase, Associate Provost for Curricular Development and Support and Associate Professor of Chemistry, Chair
* Catherine Fennell, Director of Institutional Research and Assistant to the President for Special Projects, IEC Vice-Chair
* Jesse Lytle, Chief of Staff, President's Office, Vice Chair
* Chris Mills, Director of Communications
* Steve McGovern, Associate Professor of Political Science and EPC Representative
* Kaye Edwards, Associate Professor, Independent College Programs
* Alice Lesnick, Term Professor of Education,  Director of Bryn Mawr/Haverford Education Program
* Theresa Tensuan, Associate Dean of the College, Dean of Multicultural Affairs
* Martha Denney, Dean of the College
* Diane Wilder, Assistant Vice President, Institutional Advancement
* Kelly Cleary, Dean of Career and Professional Advising
* Terry Snyder, Librarian of the College
* Spencer Golden, Director of Enterprise Systems, Instructional and Information Technology
* Chris Chandler, Director of Human Resources
* Julie Sheehan (*ex officio*), Research and Assessment Analyst, Provost's Office

***Part 1: Curriculum and Student Learning***

A) Articulate Standards within each Department for the Senior Thesis

and

Implement Consistent but Discipline Specific Standards for Using the Senior Thesis as a Direct Measure of the Attainment of Student Learning Goals at the Program Level.

Continue to work with Departments Chairs and EPC to refine the thesis goals, and encourage the development of rubrics, where relevant (not all departments will benefit from rubrics to evaluate senior thesis work. In some cases other frameworks may be more informative). Departments can implement these assessment tools to determine if standards and goals of the thesis project are being met.

*Working Group:* Fran Blase, Cathy Fennell, Chris Mills, Terry Snyder, Steve McGovern, Julie Sheehan (Jen O’Donnell for web based support)

B) Program and Concentration Learning Goals

Continue to work with departments, programs and concentrations to develop, articulate, and post (on respective web sites) the Learning Goals for various student populations, including non-majors, majors, concentrators and minors.

This process could be expanded to the three Academic Centers, John B. Hurford '60 Center for the Arts and Humanities (HCAH), Center for Peace and Global Citizenship (CPGC) and the Koshland Integrated Natural Science Center (KINSC), if time permits for both IEC and for the Center Steering Committees.

*Working Group:* Fran Blase, Cathy Fennell, Julie Sheehan and Center Directors (Jen O’Donnell for web based support)

C) Examine College Distribution and Other General Education Requirements.

IEC will continue to encourage EPC and the faculty to examine and discuss the General Education requirements in light of the College’s desire to provide depth and breath in the curriculum. The General Education requirements should be assessed to determine if they are achieving the College’s educational goals.

*Working Group:* Fran Blase, Steve McGovern and Julie Sheehan

D) Civic Engagement and Community Based Learning.

In conjunction with the College's strategic planning efforts, IEC will outline an institutional agenda for community based learning and civic engagement, broadly conceived.  This work may include:

1) assessing the current state of curricular and co-curricular offerings

2) exploring the desired role of such programs at Haverford; and

3) suggesting structures and resources needed to support those aims.

*Working Group:* Fran Blase, Steve McGovern, Kaye Edwards, Alice Lesnick, Martha Denney, Kelly Cleary, Theresa Tensuan, Cathy Fennell, Julie Sheehan (at a later date Center Directors, students)

***Part 2: Institutional Frameworks***

E) Alumni Relations

IEC will continue last year's work on alumni relations with following foci:

1) Enhancing alumni communication strategies and practices across campus

2) Maintaining and sharing alumni data between IA and campus partners

3) Collecting and presenting alumni career data

*Working Group:* Jesse Lytle, Chris Mills, Diane Wilder, Spencer Golden and Kelly Cleary

F) Non-discrimination policies and procedures

IEC will review the College's policies around non-discrimination (including EEOC, Title IX) to ensure that they, as well as any related support, mediation, or grievance processes are appropriate, consistent across the institution, and easily accessible to community members.

*Working Group:* Jesse Lytle, Martha Denny, Chris Chandler and Fran Blase

G) Data and Records Management

Continuing with the work that began in 2012-2013 to improve data sharing and utilization, IEC would like to move forward in this area by following up on the creation of the approved Data Management User Group composed of expert data analysts from across the College. This group would interface with Instructional and Information Technology Services (IITS) and implement a cross-system data sharing program where data from various institutional systems can be stored in one repository and cross referenced. Work will also include finalizing the Confidentiality Statement and community education regarding the approved Data Management Principles.

*Working Group:* Cathy Fennell, Jesse Lytle, Terry Snyder, Spencer Golden, Diane Wilder (an additional IITS representative).

H) Employee Evaluations

Also continuing from work that began in 2012-2013, IEC will examine the evaluation process for employees, and assess if evaluations are performed in a timely and informative manner, if areas of strength and areas for improvement are identified, and also ensure that the evaluative process promotes the professional development of Haverford employees.

*Working Group:* Jesse Lytle, Cathy Fennell and Chris Chandler

I) Risk Management for International Study and Travel

IEC will work with relevant parties on campus to put in place safeguards to ensure that faculty, staff, and students who travel internationally under the College's auspices are centrally tracked and covered by institutional risk management in order to provide for their health and safety.

*Working Group:* Jesse Lytle, Martha Denney, Kaye Edwards and Fran Blase