**IEC Agenda and Working Groups, 2012-2013 (rev. 11/20/2012)**

**Part I. Student Learning:**

1.  *Thesis as Summative Learning Assessment*: Starting with the department statements gathered in spring of 2012, work to identify shared components of a Haverford thesis, in consultation with EPC and the faculty. With EPC, work to get faculty approval for a shared thesis standard. *Working Group: Maris Gillette, Terry Snyder, Steve McGovern*

2. *Student Learning Goals*: Use the department chairs as a forum to talk about uses of departmental learning goals, ways to increase their visibility to students. *Working Group: Maris Gillette, Cris Fuller*

3.  *Learning Objectives and Review for Library and OAR*: Develop student learning objectives and support development of assessment plans for the Library and OAR. *Working Group: Terry Snyder, Donna Mancini, Cathy Fennell*

4.  *Study Abroad Student Learning Goals, Review, and Website*: Publish learning goals for study abroad and document and publish practices to assess study abroad on the web. Develop/publish schedule for program review. Support creation of International Travel Website for faculty, students, and staff. *Working Group: Chris Chandler, Spencer Golden, Donna Mancini, Jesse Lytle, Cathy Fennell, Maris Gillette*

**Part II. Institutional Improvement:**

1.  *Search Policies and Procedures:* Create a standard dossier for departmental and program submission of proposals for tenure-line searches to EPC that includes how new positions serve departmental and college learning goals. Create guidelines for search committee members on appropriate discussions with job candidates. Review Ad Hoc Guidelines for Tenure-Line Searches. *Working Group: Chris Chandler, Steve McGovern, Maris Gillette*

2. *Restricted Funds Assessment*: Create and publish a record of funds, uses, and funds managers. Develop an assessment tool and accountability policies for use of restricted funds. *Working Group: Diane Wilder, Donna Mancini, Maris Gillette*

*3.  Information Management Initiatives:*

Data Management focus:  a) Host a discussion that will lead to the articulation of high-level College Data Management Principles and develop a proposal for action by Senior Staff (connect our College vision for tomorrow with today's data collection and management protocols, address data ownership and access issues); b) Provide feedback to IITS on the implementation of SEADS, the transition to PeopleSoft, and related plans to centralize data storage, and improve data access and retention;   c) Explore options for helping data collectors/users in managing/improving both data needed for mandatory reporting, and data needed for business intelligence purposes ( e.g. international elements, civic engagement, educational outcomes).   Records Management focus:  Revisit conversations about College policy and practice on records retention, storage/archiving, and appropriate disposal (for both paper and electronic material).   Integrate records retention protocol and mechanics into related data management discussions. *Working Group:  Terry Snyder, Spencer Golden, Diane Wilder, Donna Mancini, Jesse Lytle, Cathy Fennell*

4. *Employee evaluations*: Examine current policy, rearticulate as necessary, and publish. Consider possibility of a fall and spring schedule (vs. an annual schedule). Make evaluation forms available on web. Establish policy for periodic review of employee job descriptions, and periodic review of completion rates by IEC. *Working Group: Chris Chandler, Jesse Lytle, Cathy Fennell*

5. *Alumni as a College Resource*: Facilitate conversations between Institutional Advancement, College Communications, the Provost’s Office, CDO, and IEC on how to use alumni to connect students to the outside world. Discuss strategies for alumni contact that will allow the College to nurture relationships with alumni and showcase alumni achievements for current students and institutional assessment. *Working Group: Spencer Golden, Diane Wilder, Jesse Lytle, Maris Gillette*

**Groundwork for future IEC efforts:**

*Civic Engagement basic documentation.* Cris Fuller, Gilda Koutsiouroumbas, Steve McGovern

*Course evaluation system background research.*Cris Fuller, Maris Gillette

**Institutional Effectiveness Committee Membership for 2012-13:**

Maris Gillette, Chair (Provost’s Office and Faculty)

Cathy Fennell, Vice Chair (Institutional Research)

Steve McGovern (EPC and Faculty)

Donna Mancini (Dean’s Office)

Diane Wilder (Institutional Advancement)

Terry Snyder (Libraries)

Jesse Lytle (President’s Office and Senior Staff)

Spencer Golden (IITS)

Chris Chandler (Human Resources)

Cris Fuller, ex officio (Provost’s Research and Assessment Analyst)

Affiliate: *Jenn O’Donnell*, to serve as IEC Web Reconnaissance Officer