

**Haverford College**  
**Institutional Effectiveness Committee**  
**2018-19**  
**Agenda**

The IEC leadership team will meet regularly to coordinate, support, and monitor the activities of the individual working groups. The Working Groups will convene as their projects dictate. Each includes a designated Chair, and a member of IEC leadership. All Working Groups are encouraged to involve and consult others as appropriate.

Richard Freedman, Professor of Music, Associate Provost, IEC Chair

Cathy Fennell, Director of Institutional Research, IEC Co-Vice Chair

Jesse Lytle, Vice President and Chief of Staff, IEC Co-Vice Chair

Phil Bean, Dean of Academic Affairs

Martha Denney, Dean of the College

Katrina Glanzer, Dean of First-Year Students

Kevin Iglesias, Assistant Director of Institutional Research

Jim Keane, Registrar

Ana Lopez Sanchez, Associate Professor of Spanish, Committee on Student Standing and Programs, Chair

Michael Martinez, Dean of Student Life

**Working Group 1: Retention (Year 3)**

- Phil Bean, Dean of Academic Affairs, CSSP - WG Chair
- Richard Freedman, Associate Provost, IEC Chair
- Jesse Lytle, Vice President & Chief of Staff, IEC vice-chair
- Kevin Iglesias, Assistant Director of Institutional Research
- Jim Keane, Registrar
- Ana Lopez Sanchez, CSSP Chair

This year the College will seek to bolster its approach to retention, likely taking the work beyond the IEC's agenda including through the development of new data systems and possibly with support from a consultant. While that strategic thinking is underway, and with two retention reports in hand, from February 2017 and the December 2017, the IEC working group's agenda will continue as follows:

- The Office of Academic Affairs will ensure that the institution is assessing the contours of the retention situation by taking the lead on the following:
  - The Registrar and Dean of Academic Affairs will generate a "Progress Interruption Report" on June 30 each year summarizing the number of students who discontinued their studies without graduating.
  - The pertinent aspects of the report will be shared with institutional stakeholders
- The Dean's Office and IEC working group need to establish clarity about what organizational structure will have ongoing responsibility for retention oversight including the following tasks:
  - Monitoring the three groups that comprise the cohort that interrupts its studies for one or more semesters and seeking to answer to assessment questions regarding each group:

- Students placed on College Leave: why were students placed on College Leave, and what is the demographic profile of this group? Does the experience of this group tell us anything about how the College might better support these students?
- Students who take Dean's Leave: why did these students take Dean's Leave, and what is the demographic profile of this group? Does the experience of this group tell us anything about how the College might better support these students?
- Students who transferred: why did these students transfer, where did they transfer to (name, size, and location of institution), and what is the demographic profile of this group? Were these students seeking other academic opportunities not available at the College?
- The College should review these and an additional, fundamental assessment question: why do some of them fail to resume their studies at Haverford? The goal in asking this question is to discern whether the institution is serving all constituencies within the student body as well as it might and to do so by disseminating findings annually to the stakeholders identified above, thus creating a feedback loop.
  - Meet annually to discuss the Progress Interruption Report (see above).
- The Registrar will investigate more granular Dean's Leave coding for Bionic.
- The Dean of Academic Affairs will draft an explanation of our retention system (emphasizing process) and what data is collected for CSSP discussion (to generate the annual retention report and institutionalize the process.) This will contribute to the work of the Standard 4 Working Group for the Middle States Self Study.

**Working Group 2: Self Study (Year 2)**

- Cathy Fennell, Director of IR, IEC Co-Vice Chair, ALO, WG Chair
- Richard Freedman, Associate Provost, IEC Chair
- Jesse Lytle, Vice President and Chief of Staff, IEC Co-Vice Chair

2018-19 is our active year of self study under the revised Standards of Accreditation and the new self study process. Members of this Working Group will collaborate to:

- Manage the self study working-group process, involving seven Standards-based working groups.
- Produce a summary of emerging recommendations for sharing with the Board as appropriate in April 2019
- Plan and organize for the writing and community review of the Self Study
- Plan and organize for the self study team visit, spring 2020