

Institutional Assessment Committee Minutes

March 28, 2024

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

Committee Members: Brandon Brereton, Jessica Miller, David Grimes, Erin Murray, Mike Schmidt, Taylor Rigsby, Laura Scafide, Alison Preston (optional)

Committee Members Present: Tanda Emanuel, Dr. Carlee Ranalli, David Grimes, Jessica Miller, Brandon Brereton

Absent: Erin Murray,

- i. **Approval of Minutes:** The March minutes were approved by Brandon Brereton and David Grimes.
- ii. **Sexual Assault Campus Climate Survey (SACCS):** Dr. Ranalli commented that there were issues with executing the SACCS survey that was sent out in February 2024 because students had issues accessing the email. The emails were not populating into the focus folder. This was due to a Qualtrics issue which was straightened out. Carlee pointed out that a lot of advertising was done to promote the survey but still a poor response rate with 139 students accessing the survey. Because the SACCS is a MHEC requirement, the PIE department will process the results and a final report will be available on the website and shared with the Student Services unit for further discussion.
- iii. **Professional Development Training Survey (Spring Break):** Human Resources did professional development training for staff and faculty over spring break and a survey was sent out that will wrap up at the beginning of April. Carlee commented that many staff members appreciated the training week and have suggested topics for future training. Carlee commented that it is encouraging that staff are taking the training seriously, as they are giving feedback and adding comments to the survey. Over 50 people responded to the survey thus far. In response to Jessica Miller's question, Carlee added that Taylor will do a one-page summary of the results.

- iv. **Faculty-Staff Survey:** Carlee mentioned that the faculty-staff survey will be done but she is having difficulty getting information from different departments as to what they wanted in the faculty-staff survey. Carlee mentioned that in conversation with Eric Byers, they are thinking about adding some safety questions for faculty and staff but needs to follow-up with him. She asked the group if there was anything that they wanted to include on the faculty-staff survey to please provide her with the information. Carlee added that she talked with Heike about finance and procurement processes and asked her if people understood how to pay an invoice, etc. As a result of this conversation with Heike, finance-type questions will be added to the survey. Carlee asked Brandon if there were any questions that he wanted to add to the survey to please let her know. Carlee added that she wants to get feedback on the PIE area, so she will add questions to see if individuals are getting what they need. For instance, when filling out the data request form, is it clear.

Jess commented that the Foundation Office is putting on a donor nursing event and that the donors will tour the nursing labs and other areas. She asked if an item could be added to the survey to ask other faculty/staff if they would like to tour other areas on the campus.

Brandon commented that his area is rolling out a new independent contractor agreement process and suggested training on finance-related processes such as check requests, POs, blanket orders, or applying for grants. He would be willing to offer finance-related training. Carlee suggested that by adding wording that indicates that people are requesting training, it would become a priority. Jess noted that Foundations did a presentation called Resource Development in the last staff training and there are a lot of different topics related to the Foundation office such as online association, the foundation, foundation scholarships, volunteers, and grants. All of this information was included in a 45-minute presentation by Becky in terms of grants. Jess commented that Becky's presentation could be broken down into her own segment such as funding different programs. Brandon added that he could work with Becky regarding the finance side of applying for grants. Jess added that Becky and Marie are putting together a nonprofit summit,

noncredit class. Carlee suggested that based on survey feedback, there needs to be a description of what the training is going to cover.

- V. **Student Diversity Survey:** Carlee made known that there are still plans to do a Student Diversity survey in preparation for the Middle States visit and that it is important to have data on campus climate related to students
- vi. **Middle States Update:** Carlee announced that Dr. Alison Buckley would be serving as HCC's Middle States Chair and the team will see her in the fall. She is a President at SUNY and worked previously at Howard Community College so she has familiarity with Maryland community colleges.
- vii. **Adjournment:** 4:30 pm