



Institutional Effectiveness Outcomes Assessment Committee
Brooklyn College of the City University of New York
2900 Bedford Avenue
Brooklyn, NY 11210

Institutional Effectiveness Committee Meetings

December 6/8, 2004

Committee Members: Yasmin Ali (Budget and Planning/IE Coordinator), Karen Alleyne-Pierre (Enrollment Services/Admissions), Rachel Barek (Brooklyn College Foundation), Moraima Burgos (Student Life/Student-Oriented Campus), Karen Davis (Enrollment Services/Testing), David Finkelstein (Budget and Planning/Asst to AVP), Lisa French (Undergraduate Studies), Alan Gilbert (Budget and Planning/Chair of Committee), Marla Ginsberg (Institutional Advancement/Alumni Affairs), Louise Hainline (Graduate Studies and Research), Jerry Mirotznik (Assistant Provost), Barbra Higginbotham (Library and AIT), Nicole Hosten (Model Citizen), Bonnie Impagliazzo (Model Citizen), Barbara Naso (Research and Sponsored Programs), Robert Viscusi (Wolfe Institute and Faculty)

Summary:

Progress made on the three goals articulated in the first fall meeting were reviewed

Using and communicating data and information to facilitate assessment and improvement

- A college-wide data advisory committee will be charged by the President to assist in the review of standard reports and the prioritizing of requests.
- Information on the Campus Information Website needs to be searchable. It may be useful to engage the Library in terms of ideas related to effectively indexing information.
- Fall 2004 enrollment reports are presented individually in tables and not combined in one PDF. This will assist users in identifying reports.
- A frequently asked questions type document may be useful. The fall 2003 bookmark addressed this somewhat, but a comparable fall 2004 approach has not been done as of yet.

Engaging departments more effectively as they move to the next level of assessment. Expanding the use of the “feedback loop” into the assessment and planning process to achieve improvement.

- 34 units have responded to the Institutional Effectiveness Inventory.
- Yasmin will send out reminders to all units who have not responded.
- During the spring semester additional training will be done for units – appropriate to the level of assessment they are at.
- Written assessment plans will be encouraged.

Integrating budget allocations and funding to link the strategic planning and budget processes.

- It is important to improve the infrastructure for reporting financial information.
- Committee members are encouraged to submit a list of financial practices that frustrate them.
- The new tax levy OTPS, Postage, and Temporary Services reports should provide useful information.
- There needs to be an effort to expand training and the communication of financial information to the campus community.