Meeting Minutes

**Institutional Research, Effectiveness & Sustainability Subcommittee**

**February 22, 2022 - 1:00pm, Trulson Conference Room G217 & via Zoom**

**Attendance: Jennifer Eggers, Amber Gavriluk, Gary Gonthier, Kate Marcouillier, Shauna Babcock & Karen Schaefer.**

**Via Zoom: Jessana Palm**

**Guests: Trisha Dionne**

**Call to order – meeting was called to order at 1:04pm.**

**Approval of Minutes –** Gary Gonthier motioned to approve all past meeting minutes. Shauna Babcock second the motion. All in favor. Minutes approved – motion passed.

**Nomination for Staff Co-chair –** Gary Gonthier motioned to approve Amber Gavriluk as co-chair of the IRES subcommittee. Kate Marcouillier second the motion. All in favor. Motion passed.

**IRES Bylaws –** Jennifer Eggers felt the comments provided by Laura Scott warrant consideration and recommends we move discussion of the Bylaws to the March agenda. Overall the Bylaws are in good shape. Just needs some tweaking. If time allows at the end of the meeting we could bring it up for discussion.

**2020-2021 Annual Online Learning Report –** Trisha Dionne discussed her report and provided slides for everyone to see. Highlights were:

* 20 online programs – only two programs had no enrollment.
* Online credit activity – result of pandemic. Trisha Dionne stated she always looks at the fall semester year to year.
* Online and remote learners are separated – the numbers do not include remote learners.
* Student Success – based on Fall 2020 – day students excelled dramatically, others almost equal.
* Student Demographics – the campus is female oriented. Trisha Dionne feels this has been true for at least twenty years.
* Online Learners by State – Helps with where we target money for marketing. Community Colleges are still cheaper than private schools. Trisha Dionne stated we have a membership agreement with National Council for State Authorization Reciprocity (NC-SARA).
* Online Learners by County – Merrimack County is the largest. Amber Gavriluk stated it is skewing south. This will help target radio ads & marketing.
* Visual Arts, Human Services & Information Technology will have back to back eight- week classes.
* Committees represented for online learning – idea of accelerated programs was on here.
* Online Learning Historic Events – we will continue to add to this. Early Childhood Education was the first program offered online. September 2011 – received approval for any program online.
* Appendix – An Early Childhood Education course template was provided. Trisha Dionne stated the federal government definitions are loose. Faculty defined it. Engagement needs to be regulated.
* Trisha Dionne said the Advisory Board members asked her to include data on diversity. Felt it was redundant and not necessary.

**Shared Government Assessment** – IRES sent out the survey last year to all community members. It is up to us how we want to assess shared government. Should we send out another survey with fewer questions. We could ask individual committees what they feel their role is in shared governance and whether it has been effective or not. Whether the committee’s charges have been fulfilled. Data would be useful for an internal perspective. Shauna suggested the co-chairs email the Chancellor to see what his reaction is and then create a subcommittee. Amber Gavriluk will spearhead this.

**Update on NHTI Institutional Research Approval Process** – Kate Marcouillier met with the head of the CCSNH Institutional Research Board (IRB) at Great Bay Community College. A few things gained from the meeting:

* Manchester & Great Bay Community College has an IRB
* Scientific Merit
* All research should come to IRES before IRB
* If IRES is unsure we can always ask IRB
* No written procedures
* Training is provided (free)
* IRES look at it before research begins
* Dan Shagena is the NHTI IRB member
* IRES is not a working group
* Make a checklist

Meeting adjourned 2:05pm.

Submitted by,

Karen Schaefer

Maintenance Office Manager