
Office of Institutional Effectiveness (OIE)

Mission

Provide guidance regarding evidence-based decision making and continuous improvement to the administration, trustees, faculty, and other internal and external constituencies of Siena College. We achieve this mission through a variety of analytic activities, data-gathering tasks, and research projects. OIE serves as a clearing-house for most statistical information about Siena College.

Major Functional Areas



OIE Major Functional Area Overview

Accreditation

Middle States Commission for Higher Education (MSCHE)

- ◆ Serve as Accreditation Liaison Officer (ALO)
- ◆ Complete Annual Institutional Update (AIU)
- ◆ Coordinate and complete paperwork to follow MSCHE policies and procedures

Specialized Accreditation

- ◆ Provide support (data, analytical, or guidance) to program areas with specialized accreditation

Strategic Planning

Implementation

- ◆ Manage strategic plan software (Cascade) implementation on campus (access and training for new users / plan upload)
- ◆ Coordinate the collection of strategic plan updates from the College community

Reports

- ◆ Prepare summary reports of progress on the strategic plan to share with the College community

Link Planning, Assessment & Resource

- ◆ Lead planning and assessment subcommittees of the College Planning & Finance Committee

NYS Dept. of Education

- ◆ Serve as College designee for New York State Department of Education (NYSED)
- ◆ Coordinate submissions for new academic programs, program eliminations, and program change applications
- ◆ Provide data support for programs with required submissions (ex. Nursing, HEOP, etc.)

Assessment

Academic Program Reviews

- ◆ Coordinate, provide essential data, and review the program with Provost to determine follow-up actions

Academic Assessment

- ◆ Coordinate and provide feedback on annual submissions
- ◆ Chair Student Learning Assessment Committee (SLAC)

Administrative Unit Assessment

- ◆ Coordinate and provide feedback on annual submissions

Assessment Resource

- ◆ Serve as a resource and provide training related to assessment best practices and processes

Institutional Research

Compliance with Federal & State Regulations

- ◆ Complete and/or coordinate required IPEDS submissions (14 submissions/year)
- ◆ Manage website with HEA disclosure requirements
- ◆ Complete NYSED submissions (16 submissions/year)

Data Production

- ◆ Retention rates
- ◆ Graduation rates
- ◆ Fact Book (Fall), Fact Sheet (Spring)
- ◆ Common Data Set
- ◆ CIC data verification
- ◆ Complete external surveys (ex. US News & World Report, Peterson's Guide, Princeton Review, Albany Business Review)

Research & Analysis

- ◆ Provide data, analytic, and research support to the college leaders, administrative offices, and faculty

Surveys (External)

- ◆ Coordinate administration of National surveys (NSSE, NLSSI) for Siena students

Surveys (Internal)

- ◆ Administer campus-wide surveys (ex. Alumni survey)
- ◆ Develop internal surveys and provide summaries/analysis to help the college make informed decisions (ex. ACE, Internship Office, Athletics, CEPD)

Miscellaneous Support Roles

Institutional Review Board (IRB)

- ◆ Serve as administrator liaison for Institutional Review Board

Data Management

- ◆ Initiate processes for data quality management with stakeholders across the College