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

Accreditation
Maintain relationship with accreditor and facilitate accreditation process

State Education Department
College Designee
New Programs and Program Changes

Assessment
Provide leadership and administrative support for assessment

Miscellaneous Support Roles
Institutional Review Board (IRB)
Data Management

Institutional Research
Provide analytical and data support for reporting, decision-making, and planning

Strategic Planning
Coordinate strategic planning process

Created by OIE: June 15, 2020
### 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

#### 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

**Research & Analysis**
- Provide data, analytic, and research support to the college leaders, administrative offices, and faculty

#### 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.)

#### 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