**WNY Institutional Research Group**

Meeting 1

10/24/2014

Summary of Meeting

1. Welcome and introduction of the Western New York Consortium of Higher Education by Steve Harvey
2. Group Introductions – Names, titles, institutions, duties, what we would like from the group
3. Discussion about the structure of the group. The group took on more of an informal structure; however, it was decided that there would be a chair and co-chair. Nicole Tomasello volunteered to continue chairing the group for the rest of the year. Frederick Rogers from ECC volunteered to be the co-chair. How chairs/co-chairs are elected in the future will be discussed at our next meeting
4. It was suggested that we meet twice/year, however this can be discussed again at our next meeting
5. Discussion about creating a listserv. Nicole Tomasello will look into setting this up
6. Discussion of other IR group set-ups
7. Three members volunteered to be on a mission statement development committee – Marlene Arno from ECC, John Wise from Houghton, Matthew Hertz from Canisius. Thank you!
8. Discussed challenges/topics of interest for future meetings. A separate document outlining themes and topics will be provided

Actions

1. Nicole Tomasello will create a list of Themes/Topics for future meetings
2. Nicole Tomasello will look into setting up a listserv
3. Marlene, John and Matthew volunteered to serve on a mission statement subcommittee to draft up the first version of the mission statement with input from the larger group