Committee on the Assessment of Institutional Effectiveness
Minutes: October 8, 2012.

Members in attendance: Bill Russell, Andrew Przeworski, Jenifer Kopfman, William Veal, Tim Callahan, Angela Flenner, Amy Kolak, Shawn Morrison, and Bob Mignone

1. We approved the minutes from the previous meeting.

2. Two separate projects have been proposed for the committee. One is that we facilitate Gen Ed assessment. The other is that we develop an overall assessment plan for the College.

3. To facilitate Gen Ed assessment, it's proposed that we would organize workshops to develop the Gen Ed rubrics. After a semester ends, we would also be partly responsible for applying those rubrics to determine whether the learning outcomes have been met. If goals aren't being met, we would need to instigate improvement.

4. The current structure of the committee doesn't seem optimal for involvement in the Gen Ed assessment process. There are members of the committee who have no experience with Gen Ed and there are other members of the committee who have little knowledge of how to use assessment artifacts.

5. For the other project, we would need to create a step-by-step assessment plan for the College, including a schedule of when different stages are performed and an assignment of duties to different committees and administrators. It would have to be proposed to the Senate during the Spring semester. This would not be just a Gen Ed assessment plan, but an assessment of the entire institution.

6. The committee members feel that constructing a step-by-step assessment plan fits more closely with the committee's charge and capabilities.

7. Some aspects of an assessment plan are already being formulated by Penny Brunner in OIEP. We choose to focus immediately on the aspects that are not in place. These include assessing the Strategic Plan, the Study Abroad program, and performance of chairs and deans.

8. For our next meeting, we will invite James Posey from Institutional Research to provide data on the Study Abroad program.