Committee on the Assessment of Institutional Effectiveness  
April 11, 2014  
Members in attendance: William Veal, Jason Howell, Chad Galuska, Kevin Keenan, Neal Tonks, Robert Cameron  
Ex-Officio Members in attendance: Beverly Diamond  
Location: HHP Dean’s conference room, second floor of 86 Wentworth  
Time: 10:00-11:00am

1) Minutes from the March 20 meeting were approved with no corrections.
2) The committee discussed suggestions for improvement of Section H of the New Course form, including:

- The possibility of incorporating the program curriculum map into the form.
- Adding additional columns into the table of student learning outcomes (2 more) and removing the additional block under the table.
- Adding detailed instructions for completing the table within Section H.
- Providing examples on the curriculum committee website as well as the standard General Education SLOs for users to copy and paste into the table.

W. Veal will collect the recommendations and convey them to the Curriculum Committee.

3) W. Veal initiated discussion of the committee charge. The official wording of the committee’s entry in the FAM was discussed. Ideas for committee activities that would fall within the proposed wording:

- Study abroad: we can help a department do the effectiveness of a study abroad program for their department. For example, what is the value added component of study abroad for a program or course?
- Interdisciplinary programs: we can advise and work with interdisciplinary program coordinators.
- Undergraduate programs: we can help with the process to review undergraduate program reports.
- Student complaint policy and process: we can provide assistance to the committee that handles student complaints. (Further clarification from Student Affairs will precede this.)
- Urban Studies: K. Keenan proposed using the Urban Studies undergraduate program as a test case for the committee’s involvement in program review.

4) The proposed wording of the Committee’s entry in the FAM was read to the committee and N. Tonks motioned to approve the wording. The motion was seconded by K. Keenan and the vote passed with a vote of 6 aye and 0 nay. Proposed Wording:

14. Committee on Institutional Effectiveness  
a. Composition: Nine faculty members. In addition, the following are ex-officio non-voting members: the Provost or his/her designees and the Associate Vice President for Institutional Effectiveness & Planning.

b. Duties:

(1) To collaborate with the College administration on compliance with the requirements of the Southern Association of Colleges and Schools Commission on Colleges.
(2) To review the College’s Institutional Effectiveness processes and make recommendations as necessary.
(3) To review or initiate policies related to institutional effectiveness.
(4) To communicate results of reviews and collaboration for program improvement.