Committee on the Assessment of Institutional Effectiveness  
March 20, 2014  
Members in attendance: William Veal, Jason Howell, Chad Galuska, Tyler Mobley, Gayle Goudy  
Ex-Officio Members in attendance: Beverly Diamond  
Location: HHP Dean’s conference room, second floor of 86 Wentworth  
Time: 1:00-2:00pm  

1) Minutes from the February 21 meeting were approved with a correction to the listing of Ex-Officio Members.  
2) W. Veal added an item to the current meeting’s agenda, pertaining to a request for help from the Curriculum Committee.  
3) W. Veal initiated discussion on the committee’s review of the 5th-year report. J. Howell described one aspect of Section 4.1 (student achievement). T. Mobley discussed the helpfulness and appropriateness of the rubric for reviewing the reports. G. Quesada discussed application of the rubric to program assessment reports. B. Diamond discussed the ability of the Provost’s Office to review all of the program assessment reports. W. Veal discussed the proper definition of feedback with the involvement of the committee in reviewing program assessment reports. J. Howell provided clarification on the meanings of the terms definitions, measures, and benchmarks, and W. Veal will add an item to the rubric regarding those.  
4) W. Veal initiated discussion on the request for help from the Curriculum Committee, which requested help in designing part H (Student Learning Outcomes and Assessment) of the new course form. There was a suggestion to add a checkbox for “General Education Course” and a suggestion to add instructions on where the find the existing student learning outcomes if it is a Gen Ed course. W Veal asked the committee members to suggest further changes to part H and send them via email prior to the next meeting.  
5) W. Veal initiated further discussion on the objectives of the committee, involvement with Gen Ed and Curriculum committees, and how the committee’s work integrates with the OIEP in terms of program assessment.  
6) W. Veal will propose final changes to the committee’s entry in the FAM and will put it on the agenda for the next meeting. Changes to the FAM entry will be implemented in the next academic year.  
7) Committee’s entry in the FAM (kept for continuity).  
Current Proposed Wording: (copied from minutes of 2/21/14 meeting)  

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 (including but not limited to Accreditation Standards, Assessment Cycle, Assessment Guide).  
      (3) To review or initiate policies related to institutional effectiveness.  
      (4) To communicate (remainder of statement to be determined).