Committee on Institutional Effectiveness

2nd Semester Meeting

February 28th

Members in Attendance: Brenton LeMesurier (chair), Gabriel Williams (secretary), Lynn Cherry, John Peters, Christine Moore, Ghazi Abuhakema

Starting time: 904 am

• The meeting began by discussing the mission of this committee. It was suggested that the committee could address the efficiency in which programs can make changes for the purposes of assessment. This requires streamlining how long it takes to implement program changes through the Curriculum Committee, Registrar’s Office, and other related entities.

• Brenton updated the committee with his meeting with Academic Affairs.

• At the time of this meeting, our committee has the complete program review information from the Classics program and the History program. However, the Dance program has only submitted partial documentation and the Mathematics program has not submitted any information.

• It was proposed and approved that the deadline for program review data should be moved from the Fall to the Summer (e.g. August 31st). Brenton will contact IR to generate reports for the program review summary document. It was also approved that re-scheduling of the program review deadline must be given at least 2 weeks before the due date.

• Each member has been tasked to start with the program review based on the criteria given last semester.

• It was agreed upon by the Committee that there will be no follow-ups on program review until next Spring and that the Committee will perform four follow-ups per year. Departments should be notified by Brenton and the Committee will be tasked to draft questions for the follow-up procedure.

Ending Time: 936 am