Committee for Institutional Effectiveness

3rd Meeting

Location: RSS 343

Date: 11/16/2016

- The members who were in attendance for the first meeting include: Brenton LeMesurier (Chair), Gabriel Williams (Secretary), Carmen Grace, Deborah McGee, Jeffrey Yost, Rana Mikati, Oren Segal, and Stephen Short. Also present in the meeting was Divya Bhati (AVP for Institutional Effectiveness and Strategic Planning) and Joshua Bloodworth (Associate Director of Accreditation and Assessment).

- The meeting started at approximately 4:01 pm. To begin the meeting, Brenton gave an overview of our completed task up to this point. Currently (as of 11/16/2016), all of the folders needed for program review for the Hispanic Studies have been uploaded to the SharePoint site:

  http://society/projects/undergraduate_program_reviews/

Furthermore all of the materials needed from Institutional Resources (IR) have been given to the committee for the purposes of program review.

- Divya Bhati discussed the charge of our committee, which is to “lead and take charge of program review.” Divya also clarified the difference between program review (which is a comprehensive evaluation of the undergraduate programs at CofC over an extended period of time) and program assessment (which is usually associated with annual assessment reports). The program review that our committee performs stands as “policy recommendations”, which would then be carried out by the various departments and deans.

- A question was posed on the role that the AIE committee might have in the proposed new “Committee on Graduate Education”. Currently (as of 11/16/2016), AIE committee would have no formal role associated with the proposed “Committee on Graduate Education”. Furthermore, our role is officially associated with program review of undergraduate programs. Brenton suggested that the more proper role for our committee is to follow-up on program reviews, in order to determine whether or not a specific program has acted on the results and recommendation of a review (whether internal or external)
Brenton described the manner in which this committee handled the program reviews from last year, and asked whether or not this method would be revised. The current procedure is to assign each of the 14 rubric items to one lead author plus two other team members. Each trio then decides how to merge their evaluations into a single report. During the meeting, there were no objections to this process so Brenton will assign teams to evaluate the program reviews.

Divya volunteered to run a training session on program reviews in the early Spring and many of the committee members were interested. The tentative date for this was early Spring semester (possible January) and more information will be given in the future so that Divya and Brenton can schedule an appropriate date and time. Divya also announced that the SACS-COC on-site team will be visiting the campus from March 27th through March 30th. It was suggested that members of the committee should be present during this time to meet with the on-site team. The tentative plan is to finish the program review, request copies of external reviews, and revise the committee description before the on-site team arrives (preferably before Spring break).

The next meeting has not been officially scheduled since the committee members are deciding on a suitable time to meet during next semester. The meeting adjourned at 4:58 pm.