Committee for Institutional Effectiveness

2nd Meeting

Location: RSS 343

Date: 9/28/2016

- The members who were in attendance for the first meeting include: Brenton LeMesurier (Chair), Gabriel Williams (Secretary), Carmen Grace, Deborah McGee, Ian O’Byrne, Jeffrey Yost, Rana Mikati, Oren Segal, and Stephen Short. Also present in the meeting was Divya Bhati (AVP for Institutional Effectiveness and Strategic Planning), Karin Roof (Director of Academic Assessment and Strategic Planning), Lynn Cherry (Associate Provost for Curriculum and Institutional Resources.)

- The meeting started at approximately 4:04 pm. To begin the meeting, Brenton gave an overview of our completed task up to this point. Currently (as of 9/28/2016), there have been no updates done on the SharePoint site: http://society/projects/undergraduate_program_reviews/. Brenton and Gabriel met with Institutional Resources (IR) concerning our program reviews and IR had indicated that they are ready to go on about one week’s notice when we have given them the lists of key courses. Also, the Committee has been informed that the Psychology program plans on doing an external review for their program. Therefore, (as of 9/28/2016), we have received the lists of key courses only for one of the three programs chosen for review this year (Hispanic Studies).

- Divya began her report by giving appreciation for the work of the committee for aiding in the development of the SACS Compliance Certification Report. The Compliance Certification Report was submitted on Sept. 8th and sent to 10 reviewers to other institutions. In November, the off-site committee will send questions back to Office of Institutional Effectiveness and Strategic Planning in terms of focus reports, which will be due near the end of January.

- Divya has informed the Committee that there is now a program review website for the undergraduate and graduate review reports. This has been done because C of C is required to submit a Compliance Certification Report (as mentioned above) and the Quality Enhancement Plan. The Quality Enhancement Plan, which is a focused project to improve student achievement and experience, also needs to be submitted in January.

- Near the end of March, CofC will host an onsite site team where our committee might be called upon to answer questions regarding the program reviews (such as the methodology, future plans, etc.)
• Divya has recommended that our committee should follow up on whether the recommendations from our program reviews are currently being used by the programs (i.e. “closing the loop”) in order to validate the use of our assessment. This can be translated into action plans for the Departments. Currently, the responsibility to ensure that Departments have “closed the loop” lay on the Deans of the Department so our committee should contact the Deans to determine whether or not action steps have been made.

• Divya also recommended that we should look to give more constructive criticism, even if the program meet the standard. It was suggested that we should give the Program/Department one academic semester to “close the loop” and to use Academic Affairs (if necessary) if the various deans/program directors do not respond. This was confirmed by Lynn Cherry, who mentioned that Academic Affairs is available for “follow up” after the Spring Semester and will be a resource if needed.

• The next meeting has been tentatively scheduled for October 26th, 2016 for 4pm. The meeting adjourned at 4:43 pm.