Committee on Assessment of Institutional Effectiveness (AIE)  
Meeting of August 27, 2018 — Minutes

Attendance: Deborah Socha McGee (Chair) Brenton LeMesurier (Secretary), Ghazi Abuhakema, Brian Lanahan, Dan McGlinn, Joshua Minor, Stephen Short, Weishen Wang, Mark Witte.

The meeting came to order shortly after 9:10 am.

It was explained that the main task expected so far for the committee this academic year is reviews of several undergraduate programs:

- The B. A. in Arts Management
- The B. A. in Art History and the B. A. in Historic Preservation and Community Planning, both in the Department of Art and Architectural History
- The B. A. in English, in the Department of English
- The B. A. in German, in the Department of German and Russian Studies
- The B. A. in Philosophy, in the Department of Philosophy.

Those programs have been working on submissions as requested last Spring, and these will be made through shared folders in One Drive; they are due soon. The intention is to eventually store the submissions and reviews in the SharePoint site for this committee, but the needed folders have not yet been prepared.

IR recently provided the last of the related reports we had requested from them.

Each member will choose (or be assigned to) one of three areas to review:

Area 1. Mission, Goals, and Learning Outcomes
   Qualities 1–5 in Section 3 “Policy” of the Undergraduate Program Review Process (attached) and the review report rubric (attached)

Area 2. Faculty
   Qualities 6–8, 13 and the “Faculty” part of item 14.

Area 3. Students
   Qualities 9–12 and the “Students” part of item 14.

B. LeMesurier proposed that in the Spring, we review the review policy somewhat.

Mark Witte proposed that in the rubric we refine the heading that is currently “Meets or Does not Meet Quality”.

It was noted that the Faculty Advisory Committee to the President (of which this committee’s chair is a member ex officio) has an agenda deadline of this Friday, August 31. Some suggestions were made re that agenda: adding staff to help departments with preparing for external accreditation reviews; perhaps some course releases.

The meeting adjourned sometime before 10am.