Committee on the Assessment of Institutional Effectiveness
October 14, 2014
Members in attendance: William Veal, Jason Howell, Neal Tonks, Jolanda Van Arnhem. (no quorum)
Ex-Officio Members in attendance: none
Guests in attendance: Bonnie Springer (Chair, Curriculum Committee), Kevin Keenan (Director, Urban Studies Program)
Location: HHP Dean’s conference room, second floor of 86 Wentworth
Time: 9:00-10:00am

1) Minutes from the September 19 meeting were unavailable for approval.

2) Bonnie Springer discussed the New Course proposal form. Several aspects of the form were discussed, including further integration of the form with SACS accreditation procedures and Compliance Assist. W. Veal will work with B. Springer on the course change forms, in collaboration with the provost and P. Brunner.

3) Kevin Keenan discussed the committee’s involvement in the program assessment Urban Studies program. W. Veal discussed constructing an assessment plan for the program. W. Veal will draft a plan of action for the committee’s next meeting.
Committee on the Assessment of Institutional Effectiveness

Minutes from the 19 September 2014 Meeting

Members in attendance: William Veal (Chair), Jennifer Barrett-Tatum, Chad Galuska, Jason Howell, Neal Tonks

Location: HHP Dean’s conference room, second floor of 86 Wentworth

Time: 9:00-10:00 AM

1. The minutes from the 4/11/14 meeting were approved with one abstention (Barrett-Tatum).
2. William Veal stated that he will submit the proposed wording (approved 11 April 2014) of the Committee’s entry in the FAM to the Committee on By-Laws.
3. The committee then discussed potential action items for this upcoming year.
   a. William Veal suggested that a good starting point would be to review the undergraduate urban studies program. Kevin Keenan – the director of the program – was a member of the committee last year and was seemingly receptive to the idea. The committee agreed that this is an actionable item and William stated that he would contact Kevin and invite him to the next meeting.
   b. William Veal asked if there were any other items (listed in the 11 April 2014 minutes) that the committee would be interested in pursuing. Jason Howell suggested that we could offer our services to one of the interdisciplinary programs. William Veal stated that he would identify all of the interdisciplinary programs from the course catalog and proceed once we have this information.
   c. The committee agreed that reviewing the mission statement of the College was beyond its purview.
   d. Chad Galuska suggested that the committee could offer its services to the college-wide curriculum committee in an effort to streamline the paperwork involved in adding new courses or changing courses in the curriculum. William Veal stated that he would invite the chair of the college-wide curriculum committee, Bonnie Springer, to the next meeting.
4. The committee adjourned.