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.
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.
Committee for Assessment of Institutional Effectiveness

1st Meeting

Location: RSS 353

Date: 8/29/2016

- The members who were in attendance for the first meeting include: Brenton LeMesurier (Chair), Gabriel Williams (Secretary), Carmen Grace, Ian O’Byrne, Jeffrey Yost, Rana Mikati, Oren Segal, Stephen Short, and Deborah McGee.

- The meeting started at approximately 3:55 pm. As an introductory meeting, we discussed the current task for this committee, which has been to perform Program Reviews for all of the official programs at CofC in preparation for the SACS accreditation.

- Based on the work of last year’s committee, a rotation schedule has already been set for choosing programs to undergo a program review. For the Fall Semester, our task is to send our reminders to the selected programs to complete their program review. For the Spring semester, our task is to evaluate and examine the selected program reviews. The reviews done by last year’s committee were uploaded on SharePoint. Brenton will contact the SharePoint administrators to give permission to access these reviews for the committee members.

- The proposed method of online communication and collaboration was discussed and the committee agreed upon using Yammer.

- The future meeting times for the committee was discussed and the committee has agreed to meet tentatively on Wednesday, 9/28/2016 at 4pm in RSS 353.

- The future goals and mission of this committee were briefly discussed and the committee agreed to discuss this matter at a later date.

- The meeting concluded at approximately 4:20 pm.