Committee on Institutional Effectiveness

2nd Semester Meeting

February 28th

Members in Attendance: Brenton LeMesurier (chair), Gabriel Williams (secretary), Lynn Cherry, John Peters, Christine Moore, Ghazi Abuhakema

Starting time: 904 am

- The meeting began by discussing the mission of this committee. It was suggested that the committee could address the efficiency in which programs can make changes for the purposes of assessment. This requires streamlining how long it takes to implement program changes through the Curriculum Committee, Registrar’s Office, and other related entities.

- Brenton updated the committee with his meeting with Academic Affairs.

- At the time of this meeting, our committee has the complete program review information from the Classics program and the History program. However, the Dance program has only submitted partial documentation and the Mathematics program has not submitted any information.

- It was proposed and approved that the deadline for program review data should be moved from the Fall to the Summer (e.g. August 31st). Brenton will contact IR to generate reports for the program review summary document. It was also approved that re-scheduling of the program review deadline must be given at least 2 weeks before the due date.

- Each member has been tasked to start with the program review based on the criteria given last semester.

- It was agreed upon by the Committee that there will be no follow-ups on program review until next Spring and that the Committee will perform four follow-ups per year. Departments should be notified by Brenton and the Committee will be tasked to draft questions for the follow-up procedure.

Ending Time: 936 am
Committee on Institutional Effectiveness

2nd Meeting

Date: 10/27/2017

The members in attendance where Brenton LeMesurier (chair), Gabriel Williams (secretary), Deborah McGee, Lynn Cherry, Divya Bhati, John Peters, and Rana Mikati

Start Time: 254 pm

- The minutes from the last meeting were approved

- It was suggested that the program review should be coordinated per topic, rather than randomly generated. The group suggested that we can cluster the program review items into categories in which Points 1-5 are connected together (program goals); 6-8, 13, and 14b (faculty) are connected together; and 9 – 12 and 14a (program output).

- Brenton suggested that the committee should report its findings for improving undergraduate program review to the Faculty Senate before Spring Break of Spring 2018.

- Divya has information for all the programs that have performed external reviews (with the review date) and it will be given to Brenton. It should be posted on the webpage for undergraduate program review. It was also suggested that the committee should track the programs which have completed the AIE program review.

- It was suggested that the committee should track the programs which has come through AIE program review for the purpose of 2021-2022. This is to ensure that the master schedule is well-designed and followed-through appropriately.

- The committee discussed whether or not there is any assessment of the administration’s support of the undergraduate program review process (in terms of funding and etc.). This lead to a larger discussion on the nature of the committee in regards to its “advisory role”. The committee agreed that the advisory role for the committee exists on two levels: (1) the program level (via “closing the loop”) and (2) the administrative level by accessing the actual effectiveness of college policy in address weaknesses within various programs.

End: 358 pm
Committee on Institutional Effectiveness

1st Meeting

Date: 09/01/2017

The members in attendance were Brenton LeMesurier (chair), Gabriel Williams (secretary), Christian Coseru, Christine Moore, Deborah McGee, Ghazi Abuhakema, John Peters, Lynn Cherry, and Rana Mikati

Start Time: 305 pm

- Brenton provided an overview of the AIE committee for new members, which is responsible for providing an in-house version of academic program review and following up on what has occurred.

- For the 2017-2018 academic year, the AIE committee will perform a program review of History, Mathematics (BA and BS), Dance Program, and Classics. The official program reviews are to be done during the Spring 2018 semester.

- It was suggested that the AIE committee should standardize the review schedule, in which program reviews occur during the Spring and follow-up on prior program reviews should be done in the Fall.

- It was agreed by the committee to use Yammer for the purpose of committee discussion outside of meetings. Furthermore, documents from the AIE committee will be updated and uploaded to the SharePoint page.

- It was agreed that the future meeting time for the committee will be on Fridays at 245 pm. Brenton will send Doodle poll for possible dates in the next meeting.

End Time: 332 pm