**Institutional Effectiveness Steering Committee**

**February 10th 2021 - Teams**

Members: Laurence Amoureux, Darcee Caron, Christine Tomasek, Russell Williams, Olivia Grobocopatel, and Claudio Piani.

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1. Welcome.
2. Members present.
3. Approval of **agenda**.
4. Approval of **Minutes** IESC meeting 27th Jan 2021.
5. Coming back in-class on Thursday. Are we still having **online meetings**?

The committee members agree to continue having meetings through Teams.

1. Claudio has notified the chairs of the date of the **Assessment day.**

The event will be hybrid unless we are not authorized to gather in person. If this is the case, the event will be online.

1. **Reflections on MSCHE reaccreditation and planning for the SIR (Timeline).**
	1. How are things going? Has anyone been fielding queries about assessment?
* When faculty are signing up or applying for DL or EL, they are thinking about the weight of assessing. We might need to work with GLACC about soliciting more applications. We need to communicate about the assessment.
	1. Redrafting of the assessment website:
* Claudio and Olivia are working on re-drafting and re-structuring the assessment website. They will ask the committee members to revise the website within the next two weeks.
1. Improving the **assessment culture**. Is the assessment reporting culture developed to such an extent that it becomes an automatic gesture? Not yet. The committee discusses possible actions to create one.
* Claudio would like to ask faculty to submit their assessment reports when grades are due. The committee supports this initiative.
* The CC is discussing about adding a methodology of assessment requirement to new course applications. The committee would like to support this idea. Olivia will communicate this to the CC. However, the assessment methodology cannot be included in the syllabi.
* Grading and assessment are not the same. Faculty do not always understand this. Darcee suggests that whatever methodology used for grading should be included in the syllabi. If it coincides with the assessment rubric, then both can be there. However, rubrics cannot go on the syllabi.
* Claudio is working on re-wording the faculty activity report. He would like to add the assessment methodology as a requirement there and the assessment template. The committee supports this idea. Claudio will talk to Bill and include these in the faculty activity report.
* The new assessment initiative (alignments of core courses LOs to program LOs) is focused on the chairs. How can we improve the assessment process from the individual faculty? In other words, how can we make sure that the weight of assessment is not too heavy on faculty and that they submit their assessment to the chairs on a timely manner?

Darcee suggests sending a merge to faculty with the assessment template attached and the chairs on copy. Olivia suggests creating a brief guide with explanation of most common assessment methodologies and examples. No decision is made at this point.