**Institutional Effectiveness Steering Committee – Draft minutes**

January 13th 2021 – Teams meeting

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

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1. Welcome
2. The agenda is approved.
3. Schedule of Spring 2020 meetings: Every 2nd Wednesday at 11 AM. Approved.
4. Reflections on MSCHE reaccreditation and planning for the SIR (Timeline):

Claudio will re-write standard 5 in 25 pages and add evidence and inventory (100 pages). Between here and end of June, Claudio will send the SIR document to the committee members for revision before the summer starts.

* 1. Communication for chairs in CoC on Monday 18. Claudio will warn the CoC about the alignment tools (spreadsheets prepared by Olivia.)
	2. The next assessment reports must be on-time and up-to-par.
	3. Will CC add assessment structure (LO/MLO alignment) to their application process? No. This will be the role of Claudio’s office. Claudio has accepted.
1. Ideas for the next outcomes assessment day. Possible collaboration with TLC. The date will probably be Monday, May 10th. It will be a half day event again. Ideas of workshops:
* Laurence: An Information Literacy workshop: Michael and Elizabeth Kinne will be involved as well.
* Darcee will look at experiential learning.
* Carla will do a workshop on rubrics.