**Institutional Effectiveness Steering Committee**

**February 24th, 2021 - Teams**

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

Present: Laurence Amoureux, Carla Canelas Tobar, Olivia Grobocopatel, Claudio Piani

1. Welcome
2. Members present
3. Approval of agenda.
4. Presentation of the new Institutional Effectiveness Website.

Olivia presents the new website architecture and content. The pages remain locked and are only visible to AUP community members. Once the committee members provide feedback, the pages will be opened to the public. The new structure:

**Institutional effectiveness**

1. Assessment
	1. Structure
	2. Process
	3. Assessment calendar
	4. Assessment resources
2. The Institutional effectiveness steering committee
3. Institutional Research
4. News

The committee members are asked to revise the content and offer recommendations (specifically on the Assessment sections).

The committee members suggest to add a How to guide in the Assessment resources section:

1. One guide for faculty in charge of assessing courses. This simple step by step guide will provide instructions to faculty and examples of “good assessment cases” as well as rubric templates. Claudio and Carla will provide some rubric examples.
2. One guide for program chairs in charge of assessing programs. This simple step by step guide will provide instructions to chair, examples of “good assessment cases” as well as program assessment templates.

Carla brings to the table the role of the CC. She suggests adding a section on the CC website that links to the “How to guides” in the assessment website. She asks the committee about the role of the CC in the assessment process. The CC will discuss demanding assessment methodologies and rubrics in their “New course” form and in their “Slight modification” form.

**Action items:**

1. The CC will discuss the new requirements
2. Olivia will continue to work on the How to guides
3. The committee members will revise the new pages: <https://www.aup.edu/about/aup-recognition/institutional-effectiveness>