# Institutional Effectiveness Steering Committee

**15 September 2021 - TEAMS**

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

Member present: Laurence Amoureux, Darcee Caron, Christine Tomasek, Carla Canelas Tobar, Olivia Grobocopatel, and Claudio Piani.

1. Welcome members present (apologies).
2. Approval of **agenda**. The agenda is approved
3. Approval of **Minutes** IESC meeting 1st September 2021. The minutes are approved.
4. Update on Institutional Effectiveness – Claudio updates the members missing during the last committee meeting:

* Surveys: We had stated in the strategic plan that we would do two faculty and staff satisfaction surveys. However, there have been two surveys recently sent to faculty and staff (one by Technologia and one by syndicate representatives). The committee members agree that it is not a good idea to send yet another survey this year. We will wait until next year.
* Curricular reviews: the next project is to assess the curricular review process. The committee needs to start to think about this and look at the curricular review guidelines.
* Alignment of electives project: Last year, the IE office lead a project to align learning outcomes of core courses to the learning outcomes of their respective programs. This meant a big effort from the office but specially from faculty and chairs. Ideally, this should be also done for the electives of these programs. Christine thinks that we first need to settle and adapt the alignment into the assessment process before venturing into the electives. The system is not sustainable yet. **The committee members agree to postpone this to 2022.**
* Webform project: the IE office has started a process to centralize certain aspects of the assessment process to better support chairs and faculty. The next step on this effort is to simplify the collection of course assessment reports and their archiving. Olivia is working on a webform (AUP website webform) to collect the assessment at the end of each semester. Ideally, the first trial will be sent during the semester. Darcee suggests communicating the new process through means other than an email: such as an online event via Teams, visit to departmental meetings, or a video. It should be focused on demystifying the project and explaining how it differs from the previous system (instead of having a call from GLACC and one from chairs, everything will be asked in a single email through a single webform). We will need to provide context. **The committee supports the project.**
* Final assessment of the assessment process: someone outside the IE office must assess the assessment process. Manuel is assigned the task. Claudio will reach out to him and explain what he needs to do. He will also send Manuel the rubric to assess the processes.