# Institutional Effectiveness Steering Committee – Draft minutes

#### 1 September 2021 – TEAMS meeting

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

Members present: Carla Canelas Tobar, Olivia Grobocopatel, Manuel Caballer, and Claudio Piani.

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1. **Welcome** (new member: Manuel Caballer)
2. **Members present** (apologies).
3. **Approval of agenda**. Approved.
4. **Approval of Minutes IESC** meeting 30th June 2021. Approved.
5. **Update on Institutional Effectiveness:**
   * Claudio submitted the **SIR**. Middle States is doing the site visit during the Spring. However, there will only be a commission representative.
   * The IRAE Office will be asking for assessment results directly. Claudio got the go ahead by the Council of Chairs to ask faculty to turn their assessment results at the end of the semester. Olivia is looking into webforms to submit the results. We want to make the process the simplest it can be to help faculty and chairs. We will set this up for courses that are core of programs. Claudio and Olivia will report on the webforms during the next committee meeting.
   * **Faculty surveys.** We had stated in the strategic plan that we would do two faculty and staff satisfaction surveys. As there have been two surveys recently sent to faculty and staff (one by Technologia and one by syndicate representatives) Claudio thinks it is not a good idea to send a new one.**Claudio will talk to Bill about possibly using the existing surveys instead of sending a new one.**
   * **GLACC Briefs**: The brief gathers the assessment of all components of the GLACC. Claudio thinks it is a good idea to start asking for GLACC assessment earlier during the year. **Claudio will send past briefs to Manuel.**
   * **Curricular Reviews:** we had interrupted them last year. We have re-started the ones already started: E&M and the PY-GS departments. The external reviewers will be visiting next semester. CSMS and French are starting their reviews soon. **Claudio will distribute the review guidelines to the committee members.**
   * **Elective re-alignments**. We need to think about how to include electives in the assessment process.
   * **Self-Designed Major**. The CC recently looked at the process. Claudio says there is no commitment to an assessment by faculty. Now that there is a new structure, we need to tell faculty that they are making a serious commitment to assess. **Olivia will present the instructor’s guide to the CC.**
   * **Assessment of administrative unit assessment** so far. After this assessment cycle, the conclusion is to do more follow-up on planned and implemented actions. Claudio applied the rubric for administrative units. According to the rubrics, they do an excellent job. No specific improvement is required. Their results are very good.

Values of the evaluations

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| --- | --- | --- | --- | --- |
| **Purpose = 0** | **Embryonic = 1** | **Developing = 2** | **Established = 3** | **Optimal = 04** |

Benchmark for AUP proposed by Claudio is 3 (Optimal)

1. **Define planned work for Fall 2021 (Strategic Plan):**

Claudio thinks we will focus on faculty surveys and the structure we are going to use to collect assessment results. During the Fall, Claudio will finish the IE report.

1. Agreement on **meeting time.** The committee will meet from 2 to 3 PM every two weeks on Wednesdays.