Institutional Effectiveness Steering Committee 24 November 2021 meeting

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

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1. Welcome members present: Christine, Carla, Laurence, Darcee, Manuel, Claudio, Asli, (apologies) Olivia
2. Approval of agenda: approved
3. Approval of Minutes IESC meeting 27th November 2021:
4. Update on the Online Assessment Tool.
	1. 12 courses and 7 faculties have turned in their results using the new assessment tool.
	2. There was a glitch about going through the LO’s by pressing next. Claudio asked Carla and Manuel to test for the glitch. They both agreed to test the tool immediately and without fail.
	3. Deadline Friday January 14, tool will be open up to Sunday January 16.
	4. One possible problem is that the email which comes as “student evaluation” instead of assessment.
	5. (Laurence) What happens when the course is taught by a team? (Claudio) As long as one professor answers, we are ok. Also, we are not concerned if some courses are let out we expect this to be a slow transition.
5. Manuel presented his impressions on the rubrics tool, it’s shortcomings and room for improvement.
6. Institutional Effectiveness Report: mistakes, comments, additions
	1. (Claudio) This document has grown too long over the last 3 years. We need to begin inverting that trend. (Christine) The revision process would be a lot simpler if we shared the document on a SharePoint. I stapled my finger this morning trying to staple it.
	2. Laurence suggested we spell out all the acronyms. Each department uses their own which is hard to understand.
7. Strategic Plan Dashboard: collection of conclusions and planned actions.
8. Darcee is preoccupied with recommended actions, if they are all there and if they make sense. Claudio explained they all go to leadership reports. Processes might change next year.

Next meeting: Wednesday January 19, 2PM.