# Institutional Effectiveness Steering Committee – Minutes

#### October 27th, 2021 – TEAMS meeting

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

1. Welcome members present (Darcee, Laurence, Carla). Late, arrivals (Christine, Manuel).
2. Approval of **agenda**. Approved.
3. Approval of **Minutes** IESC meeting 13th October 2021. Approved.
4. Manuel’s proposal for a standardized course assessment process:

Manuel’s idea for an automatized assessment is to use blackboard to link assignments (exams, exam questions, etc.) to specific learning outcomes. He intended to implement this prior to midterms but will have to postpone to end-of-semester. The rest of us eagerly await his results.

1. After discussion, we agree that the pilot online assessment request for Spring 2021 should be sent to all faculty because the email clearly states that it is not compulsory.

Also, we have agreed that results should be due on the last day of November 2021 so that we can discuss results before sending out another request for Fall 2021 assessment results.

Finally, Carla suggests that we explicitly state that faculty members may choose to respond to only one or two of the classes that appear in the email link.

1. The Committee has decided to meet in 28 days (Wednesday Nov 24).