

## Committee on Educational Effectiveness Meeting Minutes

**MEETING DATE** November 23, 2022

**MEETING TIME** 3:00 PM – 4:00 PM

**LOCATION** Zoom

### Attendance

#### Members

Name	Role	Attendance
Betsy Gilliland	Senator	Present
Konia Freitas	Secretary	Present
Jessica Gasiorek	Member	Excused
Justin Walguarnery	Chair	Present
Lorenzo Perillo	Member	Present
Alice Tse	Member	Excused
Aimee Chung	Member	Present
Gerald Busch	Vice Chair	Absent
Monica Stitt-Bergh	Non-voting ACSC	Present
Arby Barone	Non-voting GSO Rep	Present
Raphael Raphael	Non-voting SEC liaison	Absent
VACANT	Non-voting ASUH Rep	VACANT

#### Guests

Name	Role	Time

<b>Subject</b>	<b>Discussion/Information</b>	<b>Action / Strategy / Responsible Person</b>
<b>Call to Order</b>		The meeting was called to order by Justin Walguarnery at 3:08pm.
<b>Review of Minutes</b>	1. Minutes 10/05/22	1. Minutes of 10/5/22 were approved.
<b>Chair's Report</b>	1. SEC met to revise Gen Ed Redesign process. 2. GE redesign committee wants more participation from faculty senate committees to reduce overall review timeline; estimate starting by mid-spring semester 2023. 3. Justin: CEE should participate, and he is willing to serve in this role. If there are other CEE members who are interested, they should participate as well. 4. Monica: CEE will discuss the GE schedule and committee will then start to review/revisions? a. Justin: Yes, CEE, once timeline is clear, will review and craft revisions to submit to GE.	
<b>Action Items</b>		
<b>Guest(s)</b>		
<b>Committee Reports</b>		
<b>Unfinished Business</b>		

<p><b>New Business</b></p>	<p>Monica Stitt-Bergh, ACSC -</p> <ol style="list-style-type: none"> <li>1. The Assessment and Curriculum Support Center (ACSC) is launching its 2nd Assessment Support Fund (applications due Jan. 31) - <ol style="list-style-type: none"> <li>a. Support Fund gives teams up to \$2K to support learning improvement projects. There will be at least 8 awards available. Reporting is required with an award; ACSC encourages awardees to participate in ACSC poster sessions.</li> </ol> </li> <li>2. 2022 Program Assessment Report final submission deadline (Jan. 6) - <ol style="list-style-type: none"> <li>a. Of the 240 academic degree programs, 70 did not submit assessment reports yet.</li> <li>b. By this time last year, there seems to be a larger number of departments that haven't submitted reports.</li> <li>c. CEE will get list so departments can receive our flyer.</li> </ol> </li> <li>3. Process for providing feedback on submitted assessment reports - see the <i>Feedback - what, why, how</i> document <ol style="list-style-type: none"> <li>a. BOR, EP and WASC requires program review; it is critical for accreditation.</li> <li>b. Justin: CEE has role to provide feedback to departments on assessment report strengths and areas for improvement. This is a valuable learning opportunity to observe what works/doesn't work with assessments.</li> <li>c. At Jan and Feb meetings, CEE will review 2 to 3 reports together and practice on how to give feedback. Then each member (including Arby) will be assigned reports to review and provide feedback. <ol style="list-style-type: none"> <li>i. Feedback should be 2 to 4 strengths and a 2 to 3 suggestions for improvement.</li> <li>ii. Members will get assistance back from the CEE and ACSC.</li> </ol> </li> <li>d. ACSC will do final review prior to sending feedback to departments (expected sometime in March 2023).</li> <li>e. Monica: In the past, assignments were made according to the college CEE members belong to. However, the number of assignments will be evenly distributed across all members. Feedback is</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Justin and or Monica will work together to contact Department chairs or assessment coordinators on behalf of CEE, assessment is under our purview requesting their participation in the assessment and submit reports.</li> </ol>
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	<p>confidential; CEE have access to past reports (refer to feedback document).</p> <p>f. Justin: The template is easy to use and CEE is only assessing what's reported and not commenting on curriculum.</p>	
<b>Adjournment</b>	<p>Meeting adjourned at 3:36pm</p> <p>The next meeting will be scheduled following a survey of member availability in January of Spring Term 2023.</p>	<p>Justin moved to adjourn, it was seconded by Betsy Gilliland.</p>

Respectfully submitted by Konia Freitas

Approved unanimously on 1/31/ 2022.