

## Committee on Educational Effectiveness Meeting Minutes

**MEETING DATE** November 21, 2024

**MEETING TIME** 2:00 PM – 3:00 PM

**LOCATION** Zoom

### Attendance

#### Members

Name	Role	Attendance
Joanna Philippoff	Senator	Present
Maya Saffery	Senator	Excused
Justin Walguarnery	Chair	Present
Jessica Gasiorek	Vice Chair	Present
Joseph Foukona	Secretary	Present
Alice Tse	Member	Present
Aimee Chung	Member	Present
Emile Loza de Siles	Member	Present
Yao Hill	Non-voting ACSC	Present
Arby Barone	Non-voting GSO Rep	Present
Ann Sakaguchi	Non-voting SEC liaison	Excused
VACANT	Non-voting ASUH Rep	

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by Justin at 2.01 pm
Review of Minutes	1. Minutes 20241031	1. CEE Minutes Oct. 31 2024 reviewed and approved at

Chair's Report	Nothing to report except for sub-committee work	
Action Items		
Guest(s)	NA	
Committee Reports	NA	
Unfinished Business	<p>1. Develop Excellence in Program Assessment/CEA Recognition subcommittee</p> <ul style="list-style-type: none"> <li>- This will allow CEE to communicate and reward assessment reporting</li> </ul> <p>Yao</p> <ul style="list-style-type: none"> <li>- CEE helped provide feedback on program reporting</li> <li>- Spring 2025 - review activity to be broader - eg. our t that half of the departments participate.</li> <li>- Subcommittee can help sort out logistics</li> </ul>	<ol style="list-style-type: none"> <li>1. Form sub-committee</li> <li>2. General consensus - one subcommittee adequate</li> </ol>

New Business	<p>1. Content points for annual report to MFS</p> <ul style="list-style-type: none"> <li>- What achieved this semester</li> <li>- What goals for moving forward</li> </ul> <p>2. Program assessment reporting after initial Nov. 8 deadline. Editing may be done - deadline Jan 24, 2025</p> <p>There are 20 programs did not submit reports</p> <ul style="list-style-type: none"> <li>- What strategies to consider?</li> <li>- Bring the previous reporting into reporting compliance</li> </ul> <p>a) Feedback</p> <ul style="list-style-type: none"> <li>- We will expand the report review committee to include members outside of CEE.</li> </ul> <p>b) The Committee will consider offering an Assessment Award</p> <p>c) ACSC will provide Report Review Training</p>	<p>1. Justin to complete annual report</p> <p>2. Program Assessment Report</p> <p>a. Feedback:</p> <ul style="list-style-type: none"> <li>- Invitation to all faculty, special invites will be sent to Assessment Coordinators and Department chairs</li> <li>- Invitation tone: civic duty, personal learning, contributing to the institution, "improve your program assessment savvy"</li> <li>- Reviewer review other programs</li> <li>- Cap commitment for external review at 5.</li> <li>- communication: present to chairs to be distributed to everyone in the department</li> <li>- ACSC follow up referring to the invitation and send to all the ACs</li> <li>- CEE Chair &amp; ACSC encourage Deans and Associate Deans to distribute</li> <li>- Signup Form: Google Form</li> <li>- Follow up with those signed up: Have you completed an assessment report before</li> <li>- Or not</li> </ul> <p>b. Award</p> <ul style="list-style-type: none"> <li>- Develop system to award best program report</li> </ul> <p>c. Training</p> <ul style="list-style-type: none"> <li>- 1 training during CEE meeting time; possibly two other training</li> </ul>
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		sessions based on reviewer availability
Adjournment	Meeting adjourned at 2.54 pm	

Respectfully submitted by Joseph Foukona

Approved on January 31, 2025