**COMMITTEE ON EDUCATIONAL EFFECTIVENESS**

**Meeting Minutes**

**Meeting Date:** December 4, 2017 **11:00 AM to 12:00 Noon**

**Location:** Hawaii Hall 208

**Attendance:** [P = Present; A = Absent; E = Excused]

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jacqueline Ng-Osorio | E |  |  |  |  | None |  |
| William Chapman | P | Leticia Pagkalinawan | P | Hui-ya chuang | E |  |  |
| Amy Brown, Vice-Chair, via polycom | P | Yao Hill, Ex-officio | E | Mandy Westfall-Senda | E |  |  |
| Konia Freitas | P | Monica Stitt-Bergh, Ex-officio | P | Stephanie Kraft-Terry, via polycom | P |  |  |
| Thomas Conway, Chair | P | Christine Sorensen Irvine, SEC liaison | E | John Kinder, Staff | P |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by Chair Conway at 10:04 AM |
| **REVIEW OF MINUTES** | 1. The minutes of the October 23, 2017 had been circulated electronically for comments. | Motion by Thomas Conway to approve the October 23, 2017 minutes; seconded by William Chapman. Approved unanimously. |
| **CHAIRS REPORT** | 1. None |  |
| **UNFINISHED BUSINESS** | 1. None |  |
| **BUSINESS** | 1. Giving feedback to program assessment reports. | 1. Discussed program assessment reports. |
| **ADJOURNMENT** | Our next CEE meeting will be on January X, 2018 in Hawaii Hall 208 from 9:00 AM - 10:15 AM. | * Motion to adjourn by William Chapman; seconded by Konia Freitas. Passed unanimously. Meeting adjourned at 12:00 Noon. |

Respectfully submitted by Thomas Conway, Chair.

Approved on January 24, 2018 with all votes in favor of approval and 0 against.