



Agenda & Minutes

Institutional Effectiveness Assessment Committee

Date | time 5/27/2020 10:00 AM | *Meeting called by* Amanda Gardner

Committee members

Dr. Christina Austin, OAIE | Laury Fiorello, Administration & Finance | Amanda Gardner, OAIE | Brandie Gibbs, Admissions | Tanda Morrison, Registrar | Taylor Ragland, Student Affairs | Jessica Spicer, Academic Advising | Ken Wester, OIS | Alisha Williams, J.D., Advancement

Agenda

- Review Minutes from 3/18/20 meeting
- Update: Campus Police and Security review
- New committee members
- Why CAS now?
- Assessment Tasks:
 - Spring 2020 CAS – follow up and support
 - Fall 2020 CAS – preparation and support
- Other business

Meeting started at 10:00 am via Webex Meetings

Present:

Amanda Gardner, Alisha Williams, Jessica Spicer, Tanda Morrison, Brandie Gibbs, Ken Wester

Minutes

- Committee name update:

Ms. Gardner reported a change to the committee name from “Institutional Effectiveness” to “Institutional Effectiveness Assessment” to distinguish it from the President’s IE committee. Mr. Wester reported on the working charge of the President’s IE committee, as he is on that committee too.
- Review of Minutes from 3/18/20 meeting
 - Ms. Spicer motioned to approve, Mr. Wester seconded the motion. Minutes approved.
- Update: Campus Police and Security review
 - The committee has completed their review. The primary suggestion is for more supportive evidence, but overall, the project is well done and the department now has a list of recommendations and timeline to use in their annual Assessment Plan.
TASK: Ms. Gardner to contact the department.
- New committee members
 - Ms. Gardner reviewed membership requirements and reviewed current committee members and what year they joined the committee.
 - Suggestions were made for new members. **TASK: Ms. Gardner will contact them about their nomination. If more than two people are able to join the committee, the committee chair, Dr. Christine Austin, will make a final determination.**
- Why CAS now?

- Discussion of benefits of CAS review, including the importance of self-assessment during this time of the Covid-19 pandemic and how it has affected our operations and budget, looking at institutional operations and structure, etc.
- How can we help make the CAS review process smoother for departments?
 - Ms. Gibbs said the discussion panel helped most for her; hearing from those who had completed a CAS review.
 - Mr. Wester suggested adding a section to the CAS that pertains to Covid-19, how the department has made adjustments to normal operations, etc. Documentation is critical during this time.
 - Ms. Morrison suggested providing documentation for the sections that are the same for all departments, such as handbooks (mission, ethics), catalogs, etc.
 - Mr. Wester agreed stating that OIS gets many requests for the same items from various departments. Maybe a top 10 items of evidence list and resources would be helpful. Something that works for all.
 - **TASK: Ms. Morrison and Mr. Wester will create this list with URLs to the documents to review next committee meeting.**
 - Ms. Gardner suggested modifying the report in Weave to lead with the Overview Questions and make each subcomponent optional, since there is a lot of repetition within each subcomponent.
 - Mr. Wester agreed that many documents are attached over and over in subcomponents and that it would be easier to just have one place to answer and place documents for each component.
 - The committee generally agreed this would be a good approach.
 - **TASK: Ms. Gardner will work to update the document format in Weave, including a section for COVID-19 adjustments and documentation.**
- Assessment tasks

The committee will split up the task of contacting departments who are either actively working on their CAS review or will be working on a review for the Fall semester.

TASK: Ms. Gardner will send an assignment list after the meeting.

 - Spring 2020 CAS – follow up and support
 - Fall 2020 CAS – preparation and support
- CAS resources – Ms. Gardner shared CAS resources
 - Weave on-demand webinar, “Using CAS for Evaluating Program Effectiveness and Student Learning” https://info.weaveeducation.com/using-cas-for-evaluating-program-effectiveness-webinar?utm_campaign=20200317%20Using%20CAS%20for%20Evaluating%20Program%20Effectiveness%20Webinar&utm_medium=email&_hsmt=84987732&_hsenc=p2ANqtz-HJMGfdIA4n5_O9dDmUliywbM17ppyfX1OXEwhDaK1bMR4qUu_UNzzJFBIRuZXF-XloTV&utm_content=84986439&utm_source=hs_email
 - CAS website <https://www.cas.edu/>
 - ATU CAS process handout available on the OAIE office website: https://www.atu.edu/assessment/Inst_Effectivness.php
- Other business
 - Next meeting is June 17 at 10 am via Webex – see *Tasks* above to report at next meeting.

Adjournment

Meeting adjourned at 10:45 am.