Institutional Effectiveness Steering Committee September 21st meeting

Members Present: Gail Hamilton, Kyle McGuan, Kilian Ordelheide, Manuel Caballer, and Claudio Piani (all).

1. Welcome members present.
2. Approval of agenda .
3. Welcome of new members (Kilian, Gail, and Kyle)
4. Claudio- This academic year the committee will meet only once a month but we will have a specific overarching task. That is, the development and implementation of an Institution-wide consultation process to inform the revision of certain aspects Institutional Effectiveness at AUP.
5. Claudio-Brief presentation of the current structure of the Institutional Effectiveness process at AUP.
6. Gail-It could be more profitable if, instead of a survey that people can choose to ignore, we carry out interviews with specific individuals (including all admin. Unit directors and all program directors). This would ensure that we get all the data we need from the people we need it from and ensure that anyone who wants to have a say can do so as well.
7. Kilian-It would be helpful if Claudio and I put together a short video with the same content as the brief presentation Claudio just gave us, for all stakeholders. We could start our interview by watching the video together.
8. Claudio, Gail, and Manu- I am not sure that would work.
9. Claudio to send Kilian the slides used to describe the Institutional Effectiveness process a Outcomes Assessment Day. ACTION POINT DUE ASAP
10. Gail- Manu and I will put together a draft questionnaire for faculty and Kyle and Kilian will put together a draft questionnaire for staff. We can then exchange our drafts on the 5th of October and give feedback. ACTION POINT DUE OCTOBER 5th
11. Gail- Claudio, I command you to prepare the minutes of this meeting forthwith. Please highlight the action points damn you!
12. Gail-henceforth I demand the privilege of reporting at faculty senate on this activity. I shall brook no argument!
13. Claudio to send the minutes and the two word documents with lists to start working from. ACTION POINT DUE NOW.
14. Claudio to send templates for Department Reports, Admin Unit Reports, and latest Curricular Review guidelines. ACTION POINT DUE ASAP.
15. Next meeting is in 4 weeks (Wednesday 19th at 3:30 pm).