



Meeting Notes – January 24, 2013 Educational Effectiveness Council

ATTENDEES	Becky Beal, Luz Calvo, Patricia Drew, Jiansheng Guo, Sharon Green, Caron Inouye, Xinjian Lu, Lindsay McCrea, Alan Monat, Sally Murphy, Susan Opp, Aline Soules, Donna Wiley, Jim Zarrillo
ABSENT	Julie Marty-Pearson

AGENDA ITEM	
1. Introductions	
DISCUSSION	Julie Marty-Pearson was unable to attend, Opp introduced her <i>in absentia</i> , in order to let council members know that she is a resource person to assist faculty with assessment, learning outcome development, use of rubrics, etc. She is available to make presentations to councils of chairs, department faculty groups, or individual faculty.
CONCLUSIONS	
2. College Reports	
2a. CBE	Lu reported that CBE received the final determination from AACSB, which was in agreement with the visiting team recommendation. The CBE Assurance of Learning plan needs to be reviewed and updated, with the engagement of all faculty. CBE has a meeting scheduled for 1/24/2013 to begin work on addressing the findings, with a response due to AACSB on 10/15/2013. Lu mentioned that faculty education is very important to moving forward with assessment in CBE. Opp restated Provost Houpis' remarks at ExCom on 1/23/2013, when he said it was an ethical and moral imperative to do assessment. The provost is committed to supporting assessment efforts across campus.
2b. CEAS	Zarrillo met with the chairs and dean of CEAS to discuss the college assessment plan. He sent out a detailed email summary of the college plan. He was asked to share that with EEC.
2c. CLASS	Guo reported that the CLASS assessment team continues to meet, faculty receive stipends to participate. Those faculty are expected to assist with assessment and annual reports. The past two years have been spent on building a culture of assessment, first with 10 departments participating, and now all 18 departments. Each department has been asked to define its own approach to assessment. Moving forward more direction could prove helpful. Departments have been asked to complete five tasks: 1) develop student learning outcomes, 2) create a curriculum map, 3) relate the map to the institutional learning outcomes, 4) choose one student learning outcome to assess this year, and 5) present the results of that assessment. Opp asked if faculty are aware of the support available as well as the expectations. She mentioned that internal communication at CSUEB has room for improvement.
2d. COS	COS EEC members met to discuss a strategy for reaching out to faculty. An email went out to chairs, introducing the EEC members and offering assistance with assessment. There have been no responses yet, perhaps because each department has a TT search and it is the beginning of the quarter. Inouye and McCrea have divided the 10 departments between themselves, but will also work together.
2e. LIBR	Soules reported that the Library has been collecting data for a number of years, primarily by means of a pre- and post-test. At the most recent faculty meeting she discussed the EEC, and the new rubric feature in Blackboard. There is a great variety of teaching methods used by library faculty and it will be challenging to find a common denominator. Wiley suggested using a common rubric to evaluate a specific learning outcome could be a successful approach. Murphy suggested looking at the AAC&U VALUE rubric for information literacy as a starting point.

3. SLOs for 2013-14 Catalog	
DISCUSSION	At the Chairs' Luncheon this week (which was not well attended) the need for updating student learning outcomes for the 2013-14 catalog was discussed. SLOs are a required element, but many of them have not been reviewed for a number of years. Departments will be receiving a request to update their catalog copy very soon, and that request will include a format for SLOs to guide departments in the review and evaluation of current SLOs. SLOs should be realistic but aspirational. The need for using consistent vocabulary was discussed.
CONCLUSIONS	
3. Meeting schedule	
DISCUSSION	March 28, 2013 is during spring break, so meetings will be scheduled on 2/28, 4/4, 4/25 and 5/23, 10-11:30.
CONCLUSIONS	
5a. Conference attendance	
DISCUSSION	Beal and Drew will attend the San Jose conference. If members are unable to attend the San Jose retreat or San Diego ARC it would be beneficial if another college faculty member attends in order to continue to develop the learning and assessment culture on campus.
CONCLUSIONS	
5b. Rubric to evaluate effectiveness of program assessment	
DISCUSSION	There was discussion of using a rubric to evaluate assessment without having defined how assessment was supposed to take place. Wiley mentioned that CAPR program review policy has very specific requirements for assessment and learning outcomes.
CONCLUSIONS	The WASC Rubric for Assessing the Integration of Student Learning Assessment into Program Review will be sent to EEC members.
5c. Cross-committee coordination	
DISCUSSION	EEC, PFD task forces, CAPR and the ILO subcommittee have overlapping membership and all have an interest in program review, learning outcomes and assessment. These committees should be encouraged to develop synergy to make each groups work more productive and efficient. Wiley suggested that in particular, efforts to assist program expected to complete their self-study this year and next should be emphasized.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Calendar winter quarter meetings	Donnelly	complete
Send WASC Rubric to EEC	Donnelly	complete
Send assessment related templates to EEC	Donnelly	complete