



Meeting Notes – October 1, 2015
Educational Effectiveness Council

MEMBERS	Stephanie Alexander, Becky Beal, Luz Calvo, Dennis Chester, Tamra Donnelly, Patricia Drew, Eric Fricke, Caron Inouye, Patricia Irvine, Xinjian Lu, Lindsay McCrea, Jason Singley, Julie Stein, Nancy Thompson, Donna Wiley, Fanny Yeung
GUESTS	Sarah Aubert, Eileen Barrett

AGENDA ITEM	
1. Introductions	
DISCUSSION	Wiley mentioned that there are two new associate deans, Irvine (CEAS) and Singley (COS). Nancy Thompson is the new Chair of General Studies. Members introduced themselves.
CONCLUSIONS	
2. Assessment Projects – faculty recruitment	
DISCUSSION	Stein gave a brief overview of the assessment projects sponsored by APGS. The members were asked to make a personal invitation to faculty who are assigned to teach classes with a writing assignment that could be used for ILO assessment. Faculty will need to identify an assignment; the rubric is already developed, so the workload is not onerous.
CONCLUSIONS	
3. University Rubrics Library	
DISCUSSION	Stein asked that members collect and submit to her or to Bernie Salvador any rubrics that faculty have or are using in their courses, so that they can be posted in the Blackboard organization. The Library will be demonstrated at the next EEC meeting.
CONCLUSIONS	
4a. Semester Conversion: CLASS checklist for assessment deliverables	
DISCUSSION	Chester discussed the reorganization of the CLASS FACT team. It will include Chester, Calvo and Drew, and three more members are being sought. The FACT members will review the assessment portion of program submissions for semester conversion. Chester showed a draft of a list of questions to help guide the FACT members as they review the submissions. Beal suggested that it would be very helpful to make the list available to faculty to use as a tool while they are working on their plans. A discussion of the 5 year assessment plan included mention that these plans should not have “tbd” in any of the boxes, that there should at a minimum be a course and assessment instrument indicated. Some members were very interested in a workshop on how to determine a department budget to help with conversion. Barrett said she is working with Singley and Rafael Hernandez to develop a workshop.
CONCLUSIONS	
4b. Role of EEC members in semester conversion process – development and review	
DISCUSSION	Wiley addressed the role of EEC members during the semester conversion process. Since they are experienced with assessment they will be asked to provide guidance to college departments, and will be asked to review program submissions and make suggestions for improvement when appropriate.
CONCLUSIONS	
4c. Roadmaps posted on web	
DISCUSSION	Roadmaps for both undergraduate and graduate programs have been posted on the web. McCrea will link them to the Semester Conversion site. Master’s programs can use the roadmap as an organizing tool; they do not have the same restrictions as undergraduate programs. The undergraduate map includes an area to specify recommended GE courses to ensure the degree can be completed in 120 units.
CONCLUSIONS	

5. College Reports	
DISCUSSION	Due to time constraints individual reports were not made. The members discussed the new course form that was recently posted online. The CIC policy regarding course numbering and how course components are numbered has proved to be unworkable and vague, and will be referred back to the Senate. At the request of the Semester Conversion Steering Committee, the new course form was updated to include course components.
CONCLUSIONS	
6. Next Meeting	
DISCUSSION	November 5, 2015 (the first Thursday of the month) SA 4350