

CWAAC Meeting Minutes

September 4, 2019

Attendance: Mike Unger, Susan Gaulden, Gurvinder Kahn, Shaz Ishak and Sarah Carberry ,Tim Hass

Not in attendance – Gilad Cohen and Caroline Brisson

Welcome Back & Welcome Vice Provost Susan Gaulden:

The Committee welcomes Vice Provost Susan Gaulden as the new *Vice Provost for Academic Programs*.

2018/19 Assessment Review

- 95% of programs from last year have submitted their assessments. There are 16 out of 19 freestanding minors who have completed their task of mapping programs, goals and outcomes.
- Two of the programs did not submit their assessments (*Environmental Studies and Sustainability*). Susan explained that these programs will be combined into one major - *Sustainability and Environmental Studies*. This request was submitted to the Provost office and approved.
- Some of the freestanding minors are currently not functioning - Judaic Studies, East Asian Studies and Contemplative Studies (*Shaz mentioned she received the one for Contemplative Studies*)

Aligning Programs with GE and Mission

- The Provost website has been updated with new General Education Programs. Mike will have a conversation with Jacque about the ARC updates and Sarah has been adding updates for the GECCo manual.
- The alignment process was started last year and will need to be done on a regular basis for learning goals and outcomes. There are 60% of programs which have submitted some sort of mapping. We need to bring the convening groups back into this process to reaffirm the need to know that less is more (*reaffirm not to check off all the boxes on assessment chart*)
- The Self-Study Curriculum aligns with institutional learning goals and mission. One example is to list one method per school and incorporate a basic review of this material into regular assessment process. When programs are submitting new goals they should also be updating their maps. It is suggested to sit down one on one with a SAC person to remove some of the x's. Mike expressed they are sending out the draft of the middle states report to the middle states chair on October 6th
- The Programs have to be completed before the Middle States Team visit in February 2020. Please review your programs, mission and GE Maps and the timeline regarding program outcomes are due by the end of the semester.

Senior Presentation

- Mike met with the Deans at the end of June to discuss the “Senior Presentation” as a course requirement.
- It is a Middle States requirement for upper-class students to present oral and written communication. The presentation will have an oral communication outcome and be completed by upperclassman (*It does not have to be labeled as a “Senior Presentation”*)
- Mike will work on the details and present it at the next Deans Council.
The timeline for this will come from the decision at the Deans Council.

Five Year Program Review

- Provost wants to incorporate a formal program review which includes:
 - External review every 5 years
 - A self-study or team visit/ team report which is phased in every few years

2019/2020 Planning Materials

- Institutional Effectiveness Council will prioritize where resources will come from.
- Institutional Effectiveness Council will oversee CWAAC and Administrative Committee Reports.
- Provost would like 2 external reports done from a consultant to review planning materials.
Also to include fewer people conducting assessment and more people working with Data (*Start with the Senior Presentation*)
- Arrange smaller groups of people conducting assessment in order to increase efficiency and usefulness of data.
- The assessment schedule for this year is similar from the past (*October 1st draft deadline*)
- Schedule assessment dates on Google calendar
- We are still working on SPOL and looking to build out the academic side (Susan and Mike) to enter a few examples and figure out the logistics.

Questions & Comments:

- No questions and comments were presented