

EGSC Institutional Effectiveness Committee

Zoom Meeting Minutes

10 am on December 10, 2020

Attendees: Da'Mon Andrews, Thomas Caiazza, David Chevalier, Carlos Cunha, Antre Drummer, David Gribbin (Chair), Karen Guthrie, Sandra Sharman, Beverley Walker, and Jessica Williamson.

Mr. Gribbin opened the meeting by requesting approval of the 11-5-2020 meeting minutes and the minutes were approved. Mr. Gribbin then informed the committee that the College has received the SACSCOC Reaffirmation Committee's final report, but that there was no change in wording between the initial draft and the final report concerning *8.2b General Education Assessment*. He then described the updating of the *Academic Program Assessment Guide* and a draft of a new assessment guide for general education. He asked that the academic affairs committee members remain in the Zoom meeting to discuss the draft guide after the entire committee finished going through the current agenda.

Mr. Gribbin then noted that Beverley Walker has completed the Bachelor of Arts (BA) Fire and Emergency Services Administration (FESA) comprehensive program review (CRP). Dr. Sharman ask him to send her the BA FESA CPR so that she can review it and submit is to the USG.

The Committee then turned to a discussion of the SACSCOC 2020 Virtual Annual Meeting that had just concluded. Dr. Cunha said that he attended sessions on assessment and was impressed by the presentations of Old Dominion University. Mr. Gribbin agreed that Old Dominion University presented well and noted that because of the virtual format, recordings of all the presentations would be available for viewing for ninety days. One presentation that he recommended all attendees review was the one given by Bridgewater College. Dr. Chevalier and Dr. Sharman agreed that the virtual format is easier to navigate than in-person meetings. In contrast, Dr. Andrews said that he preferred the in-person format because it allows attendees to focus on the meeting without distractions and because some of the virtual meetings suffered from technical issues. Dr. Sharman noted how inexpensive the virtual format was compared to the in-person format and wondered if any conference will be the same after COVID-19.

The next topic was the enterprise risk management (ERM) exercise that was conducted in November. Mr. Gribbin explained that the ERM exercise was conducted in two steps. First, the Institutional Effectiveness Committee prepared a list of risks for the President's Cabinet to review. Second, the Cabinet scored the risks. Mr. Gribbin had planned to present a report of the ERM exercise in the Zoom meeting but ran into technical difficulties. He said that he would email the report to committee members following the conclusion of the meeting.

Next, Mr. Gribbin informed the committee that the CCSSE would be administered online during Spring Semester 2021. This concluded the agenda items for the committee.

Dr. Sharman and her staff remained in the meeting to discuss the draft of the new assessment guide for general education. Mr. Gribbin said that the guide might be useful in demonstrating to SACSCOC the College's compliance with 8.2b. He noted that both the general education SLOs and courses are the same as those that were cited in the *Focused Report*. He asked Dr. Sharman and her staff to prepare a description of the general education assessment process for inclusion in the guide. He agreed with Dr. Sharman that the *Response Report* should concentrate on assessment activities being conducted in the courses cited in the *Focused Report*. Dr. Sharman said that she had discussed general education assessment with the deans and that reports from the schools would be available the first week in January. Mr. Gribbin asked that all relevant documentation be sent to him so that he could assist in organizing the *Response Report*.

The meeting concluded at 10:43 am.

Minutes submitted by David Gribbin