Members present: Sterling Foster, Tasha Kawamata-Ryan, Charles Miller, Patrick Patterson, Marcia Roberts-Deutsch, Steven Shigemoto.

The meeting was called to order at 1:07 p.m. by Chair Sterling Foster. Marcia Roberts-Deutsch agreed to serve as Recorder.

The Agenda was adopted without changes.

The Minutes of the October 2014 meeting were presented for approval; these had been held over due to a lack of a quorum in November. Marcia moved and Patrick seconded that they be approved; members voted unanimously to approve. The Minutes of the November 2014 meeting were also presented for approval; Marcia moved and Patrick seconded that they be approved; members voted unanimously to approve.

A mid-year report was submitted by the Accreditation Task Force, as per Charter requirements. The report, prepared by Marcia Roberts-Deutsch (Accreditation Liaison Officer and Task Force Chair), had been sent to the CCIE for prior review, and was accepted. Marcia also reported on the first meeting of the Accreditation Task Force on January 16. The focus this semester will be finalizing the AIP, and conducting a campus-wide survey, both of which will aid in preparing a draft of the Mid-Term Report for campus feedback.

A mid-year report was also submitted by the Assessment Task Force, as per Charter requirements. The report, prepared by Patrick Patterson (Assessment Coordinator and Task Force Chair), had been sent to the CCIE for prior review, and was accepted with a few minor corrections. Patrick also reported on more recent activities of the two working groups. The Database Working Group is in the process of identifying volunteer units to pilot-test various assessment tools and their interface with Sharepoint; the Internet Protocol Working Group is also in the process of defining the scope of its activities. The Task Force will focus on conducting a review of the comprehensive (five-year) Program Reviews for designated programs, utilizing a template that Patrick will provide.

Both Task Forces will provide clean versions of their reports to Sterling for his report to the FSEC.
New Business:
CCIE members had been provided with a copy of the Institutional Effectiveness Assessment Handbook, prepared over the last two years by the former Assessment Committee led by Patrick Patterson. It was noted that the handbook focuses primarily on assessment, and reads more like a document for a third party or outside reader, rather than a manual for those conducting various forms of assessment. The section on the ARPD should probably be revised substantially. In terms of goals for the handbook, it should probably be focused primarily on assessment, rather than on “institutional effectiveness.” Since it is ultimately intended to be an online resource, links to relevant policy documents (rather than inclusion of such documents within the handbook) should suffice. More input from other CCIE members is welcome.

Sterling also asked about the distinction between what should be private (i.e., intranet) vs. public (internet); Patrick said this was a boundary that could be maintained in Sharepoint, though its use had not been fully implemented. Patrick also noted that there seems to be some campus resistance to adopting it, but perhaps the pilot-testing, noted above, will help to illustrate its usefulness. He noted that Sharepoint is functionally like Google’s One Drive.

Tasha Kawamoto-Ryan asked about the status of hiring the new Assessment Coordinator, an APT-B position under Academic Support. There are a number of questions about the role that individual would play in the Assessment Task Force, and it was suggested that it might be good to have Co-Chairs—one APT, one faculty member.

The next CCIE meeting is scheduled for Friday, February 27 in 2-614 at 11:00 a.m. Review of the Campus Survey draft is a tentative agenda item.

The meeting was adjourned at 11:54 a.m.