CCIE Meeting Minutes
April 22, 2016, 11:00 a.m. – 12 noon

Present: Pat Patterson, Marcia Roberts-Deutsch, Kahale Saito, Mike Meyer, Charles Miller
Not present: Katy Ho, Conred Maddox
Guest: Erika Lacro

1. CCIE Minutes of 2/26/16 approved.

2. Institutional Effectiveness definitions and handbook

Discussions focused on how to incorporate IE hallmarks with existing content in the Assessment Handbook. Pat described how he edited out the best practices from other institutions and kept HCC’s own items related to accreditation to maintain the document’s relevance. Marcia suggested that Council members step back and examine how it will be used. Mike agreed with a change in direction and reorganizing the handbook with a clearer set of purposes. Marcia added that operationalizing the hallmarks also requires regular review and a body charged with performing this task. She said that a matrix not unlike the Accreditation Implementation Plan (AIP) with multiple columns for descriptions and responsible parties for each hallmark is one possibility. Steve felt that it was important that the purpose of the handbook be made explicit for both the Council and the campus.

Marcia offered to begin the process of developing an IE handbook template, to which various individuals would contribute as they did with the AIP.

CCIE members were tasked with documenting the expectations of an IE Handbook as a first step to assist with incorporating the hallmarks into a document with wider implications.

3. New Course Evaluation System (CES)

CCIE was contacted by Conred (Red) regarding the new CES that is replacing eCAFE as early as Fall 2016. HCC’s Faculty Senate Executive Committee (FSEC) discussed it at their previous meeting and the belief was expressed that CCIE could help with its implementation. Additional documentation was shared with the CCIE and evidently there are survey questions that should be standardized at the campus level. There was lack of clarity as to whether FSEC passed an official motion to request CCIE’s involvement and what the scope of that involvement would be. There was further discussion about the Assessment Task Force (AsTF) being the more appropriate body to assume this task. Pat emphasized that the AsTF’s role, if any, would be advisory in nature and not prescriptive. Marcia suggested that the AsTF could appoint an ad hoc group with a few of its members along with others from FSEC, the Committee on Programs and Curricula, and possibly representatives from administration. Marcia further suggested that CCIE respond to Red with its concerns and possible counterproposals.
Steve stated that he would respond to Red’s email for clarification and amplification of FSEC’s request, and confirmation of an approved motion that detailed what it saw as CCIE’s role in the new CES. An additional CCIE response may offer the option of delegating the responsibility to the Assessment Task Force who then may form the aforementioned ad hoc group.

Meeting adjourned.

4. Next meeting: May 20, 11:00 a.m. – 12 noon, Bldg 6, 101