



Institutional Effectiveness Committee Meeting Minutes September 4 , 2019, BOR Conference Room 11.25am

Members Present

Dr. Elizabeth Switaj
Rosina Korean
Hatty Kabua

Cheryl Vila
Rigieta Radinikuva Lord

Agnes Kotoisuva
Lola Schutz

Agenda Items:

1. Previous meeting minutes:
 - a. [July 24, 2019](#)
2. Feedback on Wappapes
3. Update on Nuventive Improve, MAPS, and FACETS
4. [Guidance for Preparing and Assessing Role, Scope, and Authority Documents](#)
5. Discussion of [Assessment Coach Report](#)
6. Accreditation
 - a. Follow up on I.B.3:
 - i. [Current KPI report](#)
 - ii. [Draft proposal on KPIs](#)
 1. Feedback from faculty senate, staff senate, management group
 2. General
 3. Minimum program enrollments
 4. HR KPIs
 5. Finance KPIs
 6. Monitoring and remediation



b. Standard I.B.6: The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.

7. [IEC 2018-2019 Assessment](#)

The meeting was called to order @ 11:25 AM

Minutes

Recording secretary –Rigietia Lord

1.0 Review of Minutes of Meetings

Minutes of July 24 meeting presented. Cheryl moved to approve, seconded by Rosina

2.0 Feedback on Wappepe and Strategic Plans :

- Shared Governance reps to take them back to their groups and go over it
- Dr Elizabeth can attend these committee meetings and discuss them, based on the invitation from the Committees
- Participatory Groups to read and provide a formal written feedback

3.0 Update on Nuventive Improve, MAPS, and FACETS

- Ready to be rolled out
- Programs that will start to use it, will undergo further training
- All elements in Nuventive Improve are the same as the Program Review that we have been using.
- Cheryl request that we do not take this as a new initiative but that we are no longer presenting the Program Review on paper but on Nuventive

4.0 Guidance for Preparing and Assessing Role, Scope, and Authority Documents

- Sub-committees to meet self assessment standards, included in the Scope
- Cheryl moved to approve, Seconded by Lola, all members are in favour

5.0 Discussion on Assessment Coach Report

- Shared with Dean of Academic Affairs to discuss with Department Chairs at the start of the semester and determine what they need in terms of Assessment
- Gauge what has been done? What needs to be done?



- Cheryl discussed the importance of this to new members of IEC. The role was created by IEC a year ago
- To assist the IR office to ensure that Assessment is at the forefront of the College
- Look at how the College is progressing in terms of Student Learning
- Assist Faculty in Academic programs
- The Assessment Coach is a faculty member, Dr Andrea Hazzard

6.0 Accreditation

a. Follow up on I.B.3

i. Current KPI report

2.General

- Highlights from Cheryl - KPI has been updated, approved in 2017 by BOR
 - Data shown - Course completion rates is at 72%, has reduced by 1% from the 73% benchmark
 - Student Retention Rate - decreased by 1%, from 75% to 74%. Students who failed in a semester did not continue to the next semester
 - Completion Rate - for the first time, achieved 200%
 - Encourage us to focus on the better students so that they complete within the time period
 - Carpentry Program - the size and number of students affects the Completion rate
3. HR KPIs - Director HR to go over this
 4. Finance KPIs - VPBAA to go over this
 5. Monitoring and remediation - members of IEC to review before the next meeting

b. Standard 1.B.6 - Tabled for the next meeting

7.0 IEC 2018-2019 Assessment - Tabled for the next meeting

Meeting adjourned at 12.15pm
