Office Memorandum

To: 2019-2020 Educational Effectiveness and Assessment Council (EEAC) Members
From: Jessica Dennis and Veena Prabhu, EEAC Co-Chairs
Subject: Notice of Meeting and Agenda

An Educational Effectiveness & Assessment Council meeting is scheduled for:
Date: September 11, 2019
Time: 10:00 - 11:30 a.m.
Place: Library Dean’s Conference Room (LIB N B137)

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AGENDA

1. Call to Order
2. Introductions
3. Approval of the Minutes of the meeting from 4/17/19
4. Announcements and Reports:
   a. Assessment Mini-Grants (due October 1)
      a. Friday, September 13, 1-2 p.m.
      b. Monday, September 16, 12-1 p.m.
      c. Wednesday, September 18, 2-3 p.m.
      d. Thursday September 19, 10-11 a.m.
   b. Fall workshops:
      a. Strategies for Collecting Program Assessment Data, Thursday, October 24, 3 – 4:30 p.m.
      b. Examining Information Literacy Across the Curriculum, Thursday, October 31, 3 – 4:30 p.m.
      c. Examining Civic Engagement Across the Curriculum, Friday, November 8, 10 a.m. – 11:30 a.m.
      d. Examining Diversity Across the Curriculum, Thursday, November 14, 3 – 4:30 p.m.
   c. WASC Accreditation Update
   d. Annual Assessment Reports summary from 2018-2019

5. Discussion Items:
   a. 5-year Institutional Assessment Plan
   b. Collecting and consolidating assessment of written communication, critical thinking, and quantitative reasoning from 2018-2019
   c. Information Resources assessment

6. Future EEAC Meetings (Fall 2019: 9/11, 10/9, 11/13; Spring 2020: 2/12, 3/11, 4/8). Tentative items (subject to change):
   a. GE Assessment Plan
   b. Report from Institutional Effectiveness on surveys
   c. Institutional Review Board (IRB) guidelines handout
   d. Carnegie Application update
   e. Career Center update

7. Adjourn

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