

# 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: 02/12/2020

Time: 10:00 - 11:30 a.m.

Place: Library Community Room: LIB North B131

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## AGENDA

1. Call to Order
2. Approval of the Minutes of the meeting from 10/09/19
3. Announcements and Reports:
  - a. Assessment Mini Grant Awardees (*Please see handout*)
  - b. Annual Assessment Reports: Timeline
  - c. Additional meeting on May 13
4. Student Life Assessment  
*Presentation by Jen Miller, AVP and Dean of Students*
5. 5ht Assessment Faire, *Friday, April 17, 10am – 1pm (Golden Eagle Ballroom 3)*
6. EEAC working groups: Update
  - a. Diversity and General Education
  - b. Information Literacy
  - c. Online/Hybrid Assessment
  - d. CETL
  - e. Student Life
  - f. Graduate Studies
7. Best Practices in Assessment: *Signature Assignment*  
*Standing Agenda item: Update from Colleges*
8. Next Meeting, March 11, 10 – 11:30 am, Library Community Room
  - a. Additional meeting on May 13?
9. Future agenda items (subject to change):
  - a. Equity-minded Assessment
  - b. Report from Institutional Effectiveness on surveys
  - c. Institutional Review Board (IRB) guidelines handout
  - d. Career Center update
10. Adjourn

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