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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A G E N D A

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, 10a.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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