

Governors State University

Committee on Continuous Quality Improvement and Accreditation (CQIA)

Minutes

9th meeting 1/8/09

Present:

___ Xiaoyong Chen __x_ Diane Dates Casey __x_ Jean Johnson _x__ Eric Martin __x__ Sandra Mayfield
__x__ Kelly McCarthy __x_ John Simon __x_ Patricia Smith __x__ Becky Wojcik

Item	Comments	Action/Follow Up
Ninth Mtng.	S. Mayfield moved to approve Dec. 4, 2008 minutes, J. Simon seconded. B. Wojcik started discussion on syllabi development.	
	J. Johnson discussed COE master "syllabus collection" – in process of deciding on student & administrative permissions. Also discussed creating a "tree format" and the digital library collections. There are 2 documents: full syllabus model and full syllabus template.	
	B. Wojcik asked about UCC role: How do we get programs to look at program objectives? J. Johnson sent a grid to S. Mayfield: program level, program review. S. Mayfield had a syllabus from WIU. P. Smith – syllabi have not been standardized. How do we do that? J. Simon: We can only	

recommend to UCC about syllabi format. B. Wojcik: from APRC perspective there is program review level and the program review process. Level of jurisdiction?

J. Johnson: APRC/UCC both recommending bodies; CQIA recommend to PBAC. In the fall trimester departments request curriculum reviews, then program reviews for UCC; APRC meets as needed, starts later in the academic year. R. Wojcik: APRC can go as late as July.

FLOW: CQIA----PBAC----Adm/Provost----Faculty Senate

S. Mayfield can follow EPC (out of Faculty Senate) process? Make changes to program review cycle? Make a motion to PBAC on January 23? All GSU syllabi show how course objectives link to program objectives.

J. Johnson asked: Where is link to assessment objectives? Feedback loop?
Resources for faculty training? Especially those who have never done this before

S. Mayfield: Is CQIA going to put together a brief syllabus model?

Committee developed following statements: To enhance the quality of educational offerings, CQIA recommends that PBAC endorse these procedures:

1. All course syllabi demonstrate the specific linkages of course objectives to program level objectives
2. All program reviews demonstrate (see above)
3. Micro/Macro level of assessment within syllabus; Course description/rationale/assessment
4. Resources provided to accomplish above goals

UCC considers micro level; program review on macro level

	<p>E. Martin: Statement of the problem for January 23/endorsement from PBAC B. Wojcik: don't have any good measurement; maybe symbolic, but need endorsement</p> <p>Three co-chairs will work together for January 23 – will send to all CQIA members for review.</p>	
	<p>No February CQIA meeting: 3 co-chairs and senior staffer attending HLC Assessment conference in Lisle Feb. 11 through 13.</p>	

Next CQIA meeting: Thursday, March 12 from 12:30 to 1:30 in G262 (CBPA conference room)