

Governors State University

Continuous Quality Improvement and Accreditation Committee-CQIA

Minutes

6th meeting 10/16/08

Present:

Xiaoyong Chen Diane Dates Casey Jean Johnson Eric Martin Sandra Mayfield

Kelly McCarthy John Simon Becky Wojcik

Item	Comments	Action/Follow Up
Sixth meeting	Welcomed new member, John Simon, Assistant Professor of Management, CBPA.	
	Committee reviewed Sept. 18 minutes, made minor changes. S. Mayfield moved and D. Dates-Casey seconded that minutes should be accepted – Unanimous approval	
	S. Mayfield discussed Provost's request that course objectives interface w/program goals. Wants master template. UCC makes sure syllabi have student outcomes Discussion about how to write course objectives; how to benchmark program goals; the difference betw. a master syllabus and a supplemental syllabus. Some faculty view their syllabus as intellectual property.	S.Mayfield request sample syllabi from Georgia

	<p>If change program goals, have to change all syllabi. UCC checks syllabi-maybe not program goals. Syllabi and objectives need to be benchmarked.</p> <p>E. Martin stated CAS is in process of writing all program goals, likes idea of master syllabus and supplemental syllabus.</p>	
	<p>J. Johnson discussed quality and assessment, sponsoring a workshop to learn how to write a student learning outcome, Eric Wignall could provide support; D.D. Casey: could have 15-min. digital teaching piece</p> <p>PBAC membership from Strategic Planning may shrink due to adoption of Strategic Plan by BOT on October 17. Also need clarification about Linda Buyer's PBAC/EM&SS committee and relation to CQIA. Don't have a feedback loop process</p> <p>S. Mayfield, E. Martin will locate six assessment questions to discuss at next meeting.</p>	<p>J. Johnson will send template to S.Mayfield</p>

Next CQIA meeting: Thursday, November 13, 2008 from noon to 1:30 PM. Room: E2590 (CAS)

