**Institutional Effectiveness Committee (IEC)**

**2014-2015**

**Agenda Items and Corresponding Working Groups**

1) **Senior Thesis** (cont’d from previous year(s))

**Working Group: Steve McGovern, Fran Blase, Julie Sheehan**

Goals of the senior thesis in each department

Preparedness for and Structure of Senior Thesis

Crediting senior thesis work

Distributing senior thesis mentorship responsibilities within departments in a manner consistent manner with department

Direct Measure of the Attainment of Student Learning Goals at the Program Level.

2) **Program and Concentration Learning Goals** (cont’d from previous years(s))

**Working Group: Fran Blase, Julie Sheehan (Jen O’Donnell, Technical Support)**

Continue to work with departments, programs and concentrations to develop, articulate, and post (on respective web sites) the Learning Goals for various student populations, including non-majors, majors, concentrators and minors.

3) **Examine College Distribution and Other General Education Requirements** (cont’d from previous year(s))

**Working Group: Fran Blase in collaboration with EPC (Phil Meneely, Chair, Kim Benston, Martha Denney, Phil Bean, Theresa Tensuan, Jim Keane, Koffi Anyinefa, Marilyn Boltz, Colleen Cumberpatch ’15, Jessica Libow’15, Julie Sheehan)**

IEC will continue to collaborate with EPC and the faculty to examine the General Education requirements in light of the College’s desire to provide depth and breath in the curriculum and address the institutional learning goals.

4) **Civic Engagement** (cont’d from previous year)

**Working Group: Fran Blase, Kaye Edwards, Shannon Mudd, Tom Lloyd, Janice Lion, Kelly Cleary, Jesse Lytle, Theresa Tensuan, Martha Denney, Franklyn Cantor**

**Invite: Paul Farber, Sorelle Friedler, Andrew Friedman, Helen White, Steve McGovern, Carol Schilling, and other faculty in addition to students for consultation.**

**Research and Administrative Support: Julie Sheehan:**

A group of faculty, staff, and students will serve on a Civic Engagement Council in 2014-2015. The major goals of this Council will be to make civic engagement activities more visible to the community, examine how civic engagement can work more effectively and efficiently on campus, and look for ways to encourage and expand civic engagement activities at Haverford College.

5) **Alumni Relations** (cont’d from previous year(s))

**Working Group: Kelly Cleary, Diane Wilder, Spencer Golden, Chris Mills, Jesse Lytle, Fran Blase**

Explore ways to maintain a robust alumni office, and to build connections between alumni and current students, partnering with CCPA and other offices/programs on campus.

6) **Non-discrimination policies and procedures** (cont’d from previous year)

**Working Group: Martha Denney, Jesse Lytle, Fran Blase, Theresa Tensuan, Chris Chandler**

Employee Information/Training: Civil Rights Act of 1964 Title VI and VII, ADA 1990 (race, color, religion, sex or national origin, disabilities)

Consider racial and sexual harassment training for employees in supervisory/administrative positions, e.g. Chairs, Department Supervisors

7) **Students’ Disabilities**

**Working Group: Fran Blase, Gabriela Moats, Martha Denney and Hiroyo Saito**

Schedule workshops for faculty and staff that focus on disabilities, and raise awareness among the community about physical, behavioral and learning disabilities with a goal to more effectively engage these students both inside and outside of the classroom.

8) **Data Management Working Group** (cont’d, extended from previous year(s))

**Working Group*:* Spencer Golden, Jim Keane, Jesse Lytle, Terry Snyder, Diane Wilder, Cathy Fennell, Franklyn Cantor, Fran Blase, Alex Norquist, Julie Sheehan**

This group will continue to work on data management issues, discuss ways to effectively and efficiently share information and databases, and also outline institutional goals and needs, and moves toward the implementation of a college wide data warehouse system under the direction of a new CIO.

9) **Risk Management for Travel** (cont’d from previous year)

Risk Management Council

**Associate Provost (Fran Blase)**

**Dean of the College (Martha Denney)**

**Administrative VP (Mitch Wein)**

**Chief of Staff (Jesse Lytle)**

**Council Administrative Support: Julie Sheehan**

The International Risk Council will meet to discuss issues of student international travel, mainly for internships, but also for faculty-led trips for civic engagement and curricular projects.  The Council will look at College risk management, liability, insurance needs, limitations for travel to countries with US State Department travel warnings, contingency plans, policies, logistics and required documents/forms. If time permits, the Council will also examine domestic travel, or at least travel outside the continental US.

Sponsoring offices will be asked to provide information and the Council will ensure that forms and policies (medical, emergency contact, etc.) are consistent across campus. The Council will confer as necessary in a timely way when specific high-risk travel activities are brought to its attention.

10) **PRR**

**Working Group: Cathy Fennell, Fran Blase, Jesse Lytle, Franklyn Cantor, Marta Bartholomew**

 Middle States self study report (50 page report not including appendices) due in spring 2015.

11**) IEC Website Redesign**

**Working Group: Julie Sheehan, Franklyn Cantor and Cathy Fennell (with David Moore and Jen O’Donnell in Communications)**

Re-organization, and updated links and materials for the IEC website which will serve as a resource for future IEC Committees, Middles States committees and working groups.