



MINUTES
EXECUTIVE COMMITTEE MEETING
January 24, 2008
AE 320D

PRESENT:

Prof. Jaime Santiago Canet, Chair
Prof. Shirley Santiago
Prof. Carmen Judith Acosta Fumero
Prof. Gaspar Torres
Prof. Myriam López
Dr. Juan Quintana, AVPAA
Mr. José Alfredo Negrón, Student Rep.

EXCUSED:

Prof. Damaris Rosado
Hon. Rafael Hernández Colón
Prof. Carmen L. Velázquez
Prof. Carl Sauder, VPAA
Dr. Gilbert Toro-Ventura

- I. The meeting was called to order at 2:45 P.M. by the chair, Dr. Jaime Santiago Canet, after establishing quorum. After a brief prayer, the committee proceeded with the approval of the December 17 minutes. As there were no corrections or additions, the minutes were approved as read.

- II. The principal point on the agenda was the report from the chair, Dr. Jaime Santiago Canet, regarding a meeting to discuss assessment and the PRR with President Marcelina Vélez de Santiago. This meeting was held on January 11, 2008 with the academic deans, branch campus rectors, assessment committee liaisons, the director of the Institutional Assessment Office Prof. Gaspar Torres, and the Associate Vice-President of Academic Affairs, Dr. Juan Quintana. Dr. Santiago Canet reported that it was an intensive three hour dialogue which discussed what the institutional assessment process is and what it involves. It also focused on what MSCHE is asking; namely, what is being done with the results of assessment in terms of implementation. At this meeting, Prof. María de los A. Muñiz García from the Mayagüez Campus presented the findings, results, and analysis of the data produced from the implementation of the initial phase of that campus's institutional assessment plan. The analysis included a sample of the core courses studied from October to December 2007 and the alignment of the syllabi of the courses with the institutional competencies. As a result of the discussion, one recommendation was that there be an administrative body (the deans, rectors, and assessment committee liaisons) which can tie in effectively the assessment and budgeting processes. This body would meet every two months to ensure that the entire assessment process is working.

As part of the discussion by the Executive Committee, it was foreseen that the statistical process will fall upon Prof. Gaspar Torres. It was noted that there is a need to create a position for a statistician within our university. Dr. Santiago Canet also mentioned that he had spoken with the chair of the PRR process from another academic institution who had informed him that this institution would be presenting evidence from three of the best areas in assessment that are representative of the administrative, academic, and student services. Dr. Santiago Canet asked Dr. Quintana to ask the President of PCUPR if this was a possible strategy that could be employed in our PRR.

- III. Under Old Business, two points were brought up. First, there is a need to revise the webpage regarding the directories of the committees and task groups as well as set up the file sharing system for the information gathering process. It was decided that a meeting be coordinated with Mr. Francisco Suárez, the institutional Webmaster, for January 31. The second point was the request for a meeting with Prof. Iván Dávila, the Registrar, to clarify the situation with the university catalogue. Dr. Santiago Canet will e-mail Prof. Dávila to set up a meeting before the Steering Committee meets.
- IV. The next meeting of the Executive Committee will be on Thursday, February 21, 2008 at 1:30 P.M. in AE320D.
- V. As there was no further business to discuss, the meeting was adjourned at 3:35 P.M.

Respectfully submitted,

Shirley Santiago de Jiménez

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Recording Secretary