The Collaborative Leadership of the Common Experience Program

Success of the IU Southeast Common Experience depends on the collaboration of nearly two dozen dedicated faculty, staff, and students whose adeptness in creating this major program each year makes it feasible and highly rewarding. As part of the systematization of CE programming and processes, ex Officio members have been added for stability, as half of the regular members rotate off the committee each year.

Both groups share the same responsibilities, except rotating members follow the tradition of hosting events and chairing the committee. Project members worked closely in the 2013-2014 with the following rotating members:¹

Dr. Clifford Staten, Political Science, co-chair
Dr. Veronica Medina, Sociology, co-chair
   Dr. Brian Atwater, Business
Dr. Channell Barbour, Campus Life
   Dr. Donna Bowles, Nursing
   Dr. Mary Bradley, Education
Dr. Robin Fankhauser, Education
   Dr. Melissa Fry, Sociology
Dr. Michael Hutchinson, German
   Dr. Chris Kimmer, Informatics
Director Leigh Ann Meyer, Writing Center
Dr. Elizabeth Weaver, Mathematics
   Brandon Reams, Student

The ex officio positions and the faculty and professional staff currently in them include the

Associate Director of Academic Advising, Rebecca Turner
   Director of the Adult Student Center, Kim Pelle
Director of the Applied Research Education Center, Dr. Melissa Fry
   Director of First Year Seminar, Dr. Donna Dahlgren
Coordinator of New Student Programs & Leadership Development, Jessica Lynch
   Assistant Vice Chancellor for Academic Affairs & Director of the Honors Program,

¹Two rotating members will be shifting to ex officio status in 2014-2015: Directors of the Applied Center for Research and the Writing Center. In addition, the Director of the Adult Student Center became an ex officio member in 2013-2014.
THE COMMON EXPERIENCE at IU Southeast is

- A curricular and co-curricular program housed in Academic Affairs
- A common reading program for the campus and community
- A resource to promote a common campus dialogue using a provocative book, theme, and series of events, changing annually
- A way to make visible the campus intellectual life
- A collaboration to foster whole-person growth and development
- A high-impact educational practice for student success
- A component of the IU Southeast Strategic plan for educational excellence

COMMON EXPERIENCE PROGRAM GOALS aim to

- Engage students in a common reading experience as a high impact practice
- Strengthen the sense of community among faculty, staff, and students at IU Southeast
- Enhance campus and community participation in a part of the IU Southeast intellectual life through open discussion, civil discourse, and critical thinking about a common text and theme. See http://www.ius.edu/common-experience/

“HIGH IMPACT” PRACTICES share curricular and co-curricular elements that promote students’ frequent interaction with faculty and peers. Together they tend to generate improved student performance and persistence in college by involving students in deeper learning

- Inviting learners to seek the “underlying meaning” within their studies,
- Integrating new information with prior knowledge, and
- Tying to self-reported gains in GPA and/or progress toward degree completion (NSSE; Kuh)

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2 Student success refers to students’ attainment of their educational goals at the university. Goals include particular knowledge, skills, and competencies that contribute to the quality of students’ life and work.

3 The language of the above goals is adapted and three goals are under review.
COMMON EXPERIENCE ELEMENTS are also curricular and co-curricular

✓ The Common Experience book and theme are chosen annually for use in multiple disciplines.
✓ All faculty have an opportunity to integrate the book or theme into a meaningful part of their courses.
✓ First-year Seminar instructors may refer students to attend Common Experience events for their intellectual and/or cultural activity assignments.
✓ Other faculty may ask or encourage students to an event that enhances course content or assignments with intellectual and/or social dimensions.
✓ Meeting up with the book or theme in multiple classes may help students develop a multidisciplinary perspective.
✓ Encountering students in other classes using the same book or theme can promote spontaneous discussions that may evoke new insights and connections beyond the classroom.

THE COMMON EXPERIENCE COMMITTEE is a Collaborative of dedicated faculty, staff, and students whose adeptness in creating this major program each year makes it feasible and highly rewarding. The process begins with their choice of the book, its theme, and multiple events for the fall and spring semesters.

Rotating members serve two-year, staggered terms, which may be voluntarily renewed. The chair identifies vacancies to the AVCAA, who solicits new members through academic and student support units. Ideally, all schools send faculty representatives, the SGA provides a student member, and professional staff volunteer. Rotating members regularly attend meetings, plan activities, exercise voting privileges in decision-making, assist with program assessment, and host & promote CE events for broad campus and community participation.

Committee chairs are rotating members who oversee committee activities and consult as needed with the Associate Vice Chancellor for Academic Affairs (e.g. budget, hospitality, licensing, marketing etc.). Chairs conduct regularly monthly meetings, set the agenda, orient new members, maintain the annual calendar, facilitate the workflow, and otherwise administer the program to fulfill its goals.

Chair Selection: Prospective chairpersons may volunteer or be nominated. Ideally two rotating members co-chair the committee. To ensure leadership continuity, at least one chair person is already an experienced member who serves out his or her regular term. The lesser-experienced chair normally serves as chair both years of a regular term. Chairpersons may also volunteer to

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4 NSSE refers to the National Survey of Student Engagement, while Kuh’s information appears in Finley & McNair (2013) Assessing underserved students’ engagement in high impact practices (AAC&U).
extend their service, with the consent of the committee and administrative approval. Chairs may mutually determine the appropriate division of their responsibilities.

**Ex officio members** bring stability to a committee losing half of its regular members each year. Although not responsible to serve as chair or to host events, they attend meetings, vote, engage in committee planning and decisions, and assist in program assessment. They have experience with university policies and procedures and a familiarity with significant campus populations that are useful for decision-making. Also, their campus and community contacts add opportunities to raise program awareness and to promote participation. The directors or coordinators of the following campus positions are ex-officio members:

- Associate Director of Academic Advising
- Associate Vice Chancellor for Academic Affairs
- Director of the Adult Student Center
- Director of the Applied Research and Education Center
- Coordinator of New Student Programs & Leadership Development
- Director of the First Year Seminar
- Director of the Honors Program
- Director of Residence Life
- Director of the Writing Center

**CHOOSING ONLY ONE BOOK** is the better practice

According to evidence on successful common reading programs, several considerations are pivotal to the right choice, which include the book’s being:

- Appropriate for use in a number of disciplines, either by adoption or through application of its annual theme relevant to some element of the curriculum
- Appealing to a wide range of persons, in or beyond a classroom setting
- Inviting multiple perspectives that challenge thought and enrich conversations
- Moderate in length, cost, and readability
- Engaging to committee members, who are themselves diverse
- Previewed early to gauge interest and usability for a variety of courses and to plan strong, purposeful events for the academic year
- Successful at other institutions and a likely source of information on a theme, events, speakers, or lesson plans for faculty
- Researched to avoid repetition at IU Southeast and to learn about other common readings suggested in websites such as

Penguin.com Academic Reading Programs:  
[http://www.us.penguin.com/static/pages/services-academic/campuswide.html](http://www.us.penguin.com/static/pages/services-academic/campuswide.html)

Beacon Press: Freshman Year Reading Programs  
The IU Southeast Common Experience Handbook

One Book, One College: Common Reading Programs
http://homepages.gac.edu/~fister/onebook.html

THE COMMON EXPERIENCE ANNUAL THEME is multidisciplinary

1. To broaden the potential for faculty across the disciplines to participate through their courses either directly, through book adoption, or more indirectly, through the theme

2. To serve as a focal point for event selection while attracting an audience base beyond the classroom

COMMON EXPERIENCE EVENTS provide the program’s co-curricular dimension

- Events often provide a more realistic setting than the classroom to explore controversy
- Hearing, talking, and thinking about the issues raised in events allows participants to engage or actively observe others’ thoughts and feelings and to reflect on new perspectives.
- Participant involvement in controversial matters generates feelings and evokes thinking in ways that may challenge conventional wisdom and affirm the role of public discussion.
- Learning expands as students carry CE experiences back to the classroom and forward into daily life and work.
- Student responses to event surveys attest to participants having experienced a level of engagement, a sense of community, and improved understanding of the topic.
- They also point to participant interest to engage further with the topic – to explore it, to think about it differently, and/or to talk more about it with others.

PUTTING ON THE EVENTS is a traditional function of the committee’s rotating members

- CE regular members volunteer for the event(s) that they would like to sponsor.
- Sponsors schedule the room, reserve any equipment, & arrange for any speakers.
- They also open and close the session and distribute and collect the Event Review Survey as participants leave.
- The survey is a one-page pencil and paper sheet asking for participants’ identifying background, their reason for attending, whether attendees are first-time participants, as well as whether they are likely to attend another event or to refer someone else.
- Participants also indicate their level of agreement with affirmative statements on their engagement with the event and whether it created a sense of community, improved their understanding, and interested them to explore the topic further or to discuss it with others.
- Finally, respondents address whether the event led them to think differently about the topic and/or to better appreciate the role of public discussion.
- Sponsors turn completed surveys over to AREC for tabulation and a later periodic summary as part of program assessment.
FACULTY PARTICIPATION typically involves course sign-up; however, room exists for broadening faculty interest:

✓ Over 500 courses/sections are offered at IU Southeast in fall, with somewhat fewer in spring.
✓ Approximately 250 faculty members have resident status, while a larger number of instructors serve on an adjunct basis, typically teaching a majority of first-year offerings in General Education.
✓ A healthy set of intermediate offerings comprise the customary fare of a semester schedule.
✓ Upper-level courses also appear routinely, some in rotation with others.
✓ Some disciplines require a senior capstone seminar.
✓ Many of these courses could potentially benefit from the Common Experience, given an appropriate book or theme. In fall 2006, 17 resident faculty supported the Common Experience. In fall 2013, the number was only slightly higher, as 24 full time faculty (.096%) and 2 part time faculty (.008%) signed up their classes.

The Traditional Faculty Recruitment Process

The customary approach to recruiting faculty:

• Chairs work with OIRA to set up a Qualtrics survey for faculty to sign up their courses/sections
• The Office of Institutional Research emails a link and a password for members to view sign-up results, giving the faculty member’s name, campus phone and email information, discipline (department, school, or unit), the course and section numbers, and whether they attach to a First Year Seminar
• Committee members network with their peers to raise awareness and generate interest
• Members with access to a faculty or unit meeting can request a short time on the agenda to give information, answer questions, and cultivate participation
• Members distribute copies of the annual brochure throughout campus
• The CE website provides access to information throughout the year
• Reminders of sign-up opportunities are sent by the Academic Affairs secretary in 3-week intervals prior to each semester deadline

Innovative alternatives: Future committees may consider other ways to engage faculty attention

✓ Faculty on the CE Committee may want to suggest to peers in their academic schools how the book or theme may fit a particular course.
✓ Chairs may find it productive to contact faculty often, as well as to start soon enough for integrating the book or theme into a semester syllabus.
COMMITTEE BOOK PURCHASES vary

1. Some past committees have been able to distribute a free book to new students at orientations while supplies lasted.

2. Copies are ordered through the IU Southeast Barnes and Noble Bookstore.

3. To finance this cost, the committee can vote to:
   - Reserve a set amount of the annual CE budget to purchase a book for faculty participants.
   - Invite deans to provide a free copy of the book to their faculty whose courses will be participating in the Common Experience.

COMMUNITY PARTNERSHIPS are mutually beneficial

- Often community libraries are interested in common readings and book discussions for their adult affiliates. For example, both the New Albany and Jeffersonville Public Libraries have been willing to host events, to receive brochures, and to work with a CE committee member to facilitate such meetings.

- Some community groups may be interested in hands-on presentations arranged through the CE Committee with faculty, staff, or others.

- Use of social media to announce CE activities to targeted groups can also stimulate community interest.

MARKETING MATERIALS generally depend on two essentials

Although postcards and handouts have sometimes been included, \(^5\) the essential items are the brochure and the poster:

The *Brochure* \(^6\) offers colorful and appealing panels with information such as:

- A title page that invites participation and identifies the theme.
- Book highlights and critical acclaim.
- Events for fall and spring, their title, date, time, place, and a brief overview.
- Information on committee members, IU Southeast contributing offices and community partners.
- Size: 10.75 x 7.5, tri-fold (6-panels).

The *Poster* (Two items, each 11 x 17) identifies the theme and logo, using images of the book to emphasize the common reading component.

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\(^5\) Ordering materials together is more cost-effective. June is the latest time to order marketing materials for fall.

\(^6\) See the *Handbook* Appendix 1, the 2013-2014 Brochure on “Got Ethics? Public and Private Ethics: Who Decides.”
FREE OR LOW-COST ADVERTISING is also available

1. During the Week of Welcome (Induction Day in August), members may arrange for a table to display the current book and to give out brochures to new students.

2. For the IU Southeast homepage, a Slider may be requested through the Office of Communication and Web Team: It can run from 8/1 thru 4/15 if content changes bi-weekly for upcoming events but requires advance coordination.

3. The Video Bulletin Board (VBB) may be used in the same way, with each event being a separate slide. Slides can be requested at http://gus.ius.edu/form-builder/forms/7.

4. The “Submit Event” feature at the bottom of the homepage (www.ius.edu) may be used to post events on the campus calendar.

5. Requests for media releases can be made via the Office of Communication, which requires selecting 4 or so special dates to emphasize.

6. Email notices can be sent to all faculty the first week of each term to explain the CE in a way they can appreciate, to encourage them to buy the book and to adopt it or the theme for course participation, and to invite them to events, along with their students.

7. Committee members can also ask to be included in a meeting of the Professional and Clerical Staff Council to explain the CE, to show them ties between the program and retaining students, as well as to encourage their own participation.

THE COMMON EXPERIENCE WEBSITE: is a good source of current information on goals, the current book, theme, events, and lists of faculty participants, campus sponsors, committee members, and partners. However, the web does not lend itself to promote and market the Common Experience or to recruit faculty and other participants. Also,

- The committee member who is the designated webmaster may change content with chair approval by using CAS, for which training may be arranged by calling 812 941-2887. 7

- Website questions may also be answered at this number by the IT staff developers and designers who assist with IU Southeast departmental/program web pages.

- Periodic web updates include
  - A current statement of goals
  - Website tabs ready for the new academic year

7 Contact Dr. Cliff Staten (2013-2014 co-chair) for further information on the CE website.
The IU Southeast Common Experience Handbook

○ Condensing, moving, and eliminating expired material
  ○ The Common Experience Institutional History pages
  ○ Handbook updates, in consultation with the committee and the AVCAA

COMMITTEE MEETINGS occur monthly through the academic year

- It is important for all members to regularly attend monthly meetings to conduct Common Experience business. Ex officio members may be excused from parts of meetings focused only on reviewing and fine-tuning events coverage (rather than event planning).

- Chairs may want to alternate monthly meeting days and/or times to accommodate schedules. Avoiding popular teaching hours (9:30; 12:15) will help faculty to attend regularly.

- The chairs’ distribution of a meeting agenda 48 hours ahead will assist members to come prepared to participate.

THE COMMON EXPERIENCE TIMETABLE keeps planning and implementation on track

Annual Timeline

The timeline below eliminates confusion for committee work because members are implementing the Common Experience programming (e.g. for 2014-2015) using plans formed a year ahead (e.g. 2013-2014) while planning the next academic year (e.g. 2015-2016). All members are encouraged to review the entire timetable early.

The timeline starts with summer when chairs do preparatory tasks and committee members browse potential books for next year’s selection, as this discussion begins at the September meeting and is concluded in November, along with other tasks.

As a sequence of best practices, the tasks below have been identified month to month based upon feedback from current and prior committees.8

Late June/early to mid-July:

- Chairs invite all members to begin searching/screening books/themes for brief reports to be shared at the first meeting in September
- Chairs work with rotating members to complete the events schedule for the upcoming academic year, including who will sponsor and introduce each event and collect participants’ Event Review Survey to turn over to the AREC Director

8 The task lists may have to be modified or adjusted from time to time at the chairs’ discretion, while keeping pace with the overlapping sequence, to coordinate internal and external deadlines of the committee. Noting in the committee’s regular minutes any variations in the timetable and their reasons will be helpful to revising/updating the handbook at a future time.
The IU Southeast Common Experience Handbook

- Chairs consult with the AVCAA on the budget & work with the Office of Communications to produce the marketing brochure and posters for early fall semester distribution
- Chairs arrange with the Institute for Educational Effectiveness (formerly OIRA) to set up a Qualtrics page for 2014-2015 faculty sign ups to adopt the CE book for this academic year and to provide them an email link
- Chairs put out a call to all faculty (through Teresa Andrews) to sign up their classes for fall semester (attaching the Qualtrics link) and giving a feasible deadline for reply

**August:**

Other items -
- Chairs ask members to submit available times for monthly meetings, establish the date and schedule September’s meeting, as well as encourage members to continue their summer search and screen for next-year’s book, to be able to compare notes at the September meeting

**September:**

Meeting Items⁹ -
- Chairs convene the first meeting and the committee creates/affirms the meeting schedule for the rest of the semester (saving the dates)
- Chairs give a summer update and members report on prospective books reviewed for next year’s selection
- AREC provides its Event Review summary of data for spring 2014 and members discuss whether survey updates/revisions are warranted
- Members fine tune preparations for September-October events.
- Chairs remind members that discussion for the next book selection begins in earnest in October; they ask members to bring a copy of the books they may want to recommend

**October:**

Meeting Items -
- Members discuss September’s events and fine-tune next events
- Members consider the books they have found for the next annual selection and reduce items to a short list (3-5)
- Chairs ask members to read specific books on the short list, to prepare to discuss their responses next meeting, to give reasons for adopting them or not, and to send links/info to each other ahead of time on any of the books that have been used at other institutions, in order to select next year’s book at the November meeting

Other Items -

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⁹ The intent of listing the tasks for meetings and other items is to be descriptive rather than prescriptive, as a planning tool for chairs and for members.
The IU Southeast Common Experience Handbook

- Chairs email campus faculty to remind them of up-coming spring events and to invite them to sign up for their classes to adopt the book or theme in spring for the current academic year

November:
Meeting Items -
- Members discuss October’s events and fine-tune next events
- Members report on their short-listed books and reasons to adopt them or not, as well as information gathered on any of the listed books already used at other institutions
- Chairs ask members to consider possible themes relevant to the book for discussion in December

Other Items -
- Chair(s) will follow up with faculty on their prospective book adoptions for the current academic year’s spring semester

December:
Meeting Items -
- Members discuss November’s events and fine-tune early spring events
- Members discuss potential themes relevant to the book and how to phrase them
- Chairs ask members to reflect on the potential themes for an email vote by Friday of the first week of spring semester
- Chairs set a date with members for the first meeting in January, invite all to read/review the chosen book over break to begin considering in January related events

January:
- Chairs email a ballot for members (early the first week of spring) for members to vote on the theme by Friday and their availability for the spring monthly schedule

Meeting Items -
- Chairs announce the vote result on the theme at the January meeting
- Chairs establish/confirm meeting dates for spring
- Members brainstorm potential events for next year’s book and theme
- AREC provides its fall 2014 Events Review summary of data for committee discussion (this meeting if ready or otherwise in February).
- Members fine-tune upcoming events

Other Items - Chairs consult with the AVCAA on where expenditures stand for fall

February:
Meeting Items -
- Members discuss January’s events and fine-tune next events
- Group begins to discuss effectiveness of marketing materials used the present academic year (e.g. 2014-2015) and warranted changes for the next (e.g. 2015-2016)
- Members continue to brainstorm on potential events for the next academic year (e.g. 2015-2016)

Other Items-
• Chairs work with OIRA to set up a Qualtrics page for faculty to sign up courses to participate in CE the next academic year (e.g. 2015-2016)
• Chair(s) email all faculty introduce next year’s book (e.g. 2015-2016) and include the Qualtrics link
• Chairs consult with AVCAA on anticipated hospitality requests for the next academic year (e.g. 2015-2016) to be submitted for pre-approval in the spring budget process

March:
Meeting Items -
• Members discuss February’s events and fine-tune next events
• Members agree on a stable list of events for the next academic year (e.g. 2015-2016), though others may be added as opportunities arise
• Chairs assist the committee to finalize discussion of desired marketing materials – in view of cost and return on investment
• Chairs identify members rotating off in May and report upcoming vacancies to the AVCAA
• Chairs call for nominations for the chair junior chair, ideally a member just completing his or her first year and willing to serve a third year, in order to progress to senior chair next year.

Other Items -
• Chairs consult with AVCAA on a) on estimated marketing costs and when payment is due, b) on estimated reserves in the spring budget to purchase books for faculty or for summer orientations, and c) to confirm returning members for the next year
• AVCAA informs deans/directors of relevant units of vacancies to be filled by April
• Chairs remind faculty of their opportunity to sign up to adopt the next CE book
• Chairs begin to discuss with the committee prospective marketing materials to be used next year
• AVCAA requests deans to identify new CE representatives for next year

April:
Meeting Items -
• Members review the nature and level of faculty participation for this year and suggest strategies to develop their further interest
• Members consider the need for any further program assessment measures
• Members review activities planned for the next September, fine-tune preparations, and consider the prospect of additional events to investigate
• Chairs get further input from the committee on the next marketing campaign to discuss with the AVCAA
• Chair(s) remind members to be searching for and reviewing a new book to discuss in September

Other Items -
• Chairs follow up with the AVCAA on the marketing materials to be ordered and provide the Office of Communication the necessary information to prepare them in early summer
• The AVCAA follows up with deans on new representatives and advises chairs
The IU Southeast Common Experience Handbook

- Chairs contact new members, refer them to the CE website and Handbook, and ask them to join the summer search for the next book to consider in September.

SPECIAL POLICIES, PROCESSES, AND SUPPORT offer important guidance, such as

**Scheduling Rooms and Equipment**

- Rooms and equipment (e.g. laptops) for committee meetings and CE events are scheduled through Conference and Catering. Scheduling early is recommended.

**Showing Licensed Films or DVDs**

- A catalogue of films or DVDs is a good source for locating AV materials to for certain events (e.g. see appendix 2 of this.)

- To show licensed films or DVDs may involve compliance issues, such as
  - Pre-approved licensing from the distributor
  - IU pre-approval to enter into the licensing agreement
    - [http://vpcfo.iu.edu/policies/](http://vpcfo.iu.edu/policies/)
  - Showing the material on specified equipment

**Providing Refreshments at Selected Events**

The university closely regulates food or other hospitality provisions, even where the funds are already a part of the budget. See [http://www.ius.edu/accounting-services/](http://www.ius.edu/accounting-services/)

- The CE budget allots up to $500 for hospitality purchases for the academic year.

- To choose the best events for refreshments is a matter for the chair and committee to discuss in the planning stages.

- The AVCAA requests generic approval to spend up to this sum for CE hospitality as part of the annual budget process in March. The VC for Administrative Affairs then sends a letter of approval or denial in June.

- The nature and source of refreshment items is another closely regulated element. The policy may be accessed on the website of the VC for Administrative Affairs.

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10 Also see *Handbook* Appendix 2 for contact information to learn about Swank Films new releases.

11 See *Handbook* Appendix 3 for a sample agreement and invoice between IU Southeast and Swank Films.

12 Only an IU official in Bloomington may sign the license agreement: contact Steven Harper or Jennifer Adams at 812 855-9739, the Office of University Counsel. Also see *Handbook* Appendix 4 for related correspondence.

13 One instance may involve obtaining special approval from a vendor to use a campus laptop to show a DVD.

14 Cost and menu information are available on the Conference & Catering web site.
The best practice is to order all refreshments from Conference and Catering. http://www.ius.edu/diningservices/info/catering and http://www.ius.edu/diningservices/food-item-prices/

Before placing an order with C&C, obtain both committee and AVCAA approval to ensure compliance.

Campus Financial Support

- The Common Experience receives an annual base budget from IU Southeast to cover its operations

- The AVCAA, as account manager, and a chair, as account delegate, consult on expenditures.

- With pre-approval, the chair may access a P (Purchase) Card assigned to the Common Experience. See the AVCAA or Teresa Andrews for any questions, including the kind of purchases that may or may not be made by P Card.

- University purchases are exempt from taxes, verification for which appears on the front of the P Card.

- IU permits purchases only from pre-approved vendors (see Teresa Andrews) or http://policies.iu.edu/policies/categories/financial/purchasing/FIN-PUR-1.0-purchasing-authority.shtml

- Payment of expenses for marketing (Office of Communication) or food (Conference and Catering) is done by invoice, for which these providers may obtain the correct account number from Teresa Andrews.

IU Southeast Administrative Support

As an Academic Affairs program, the Common Experience is supervised and facilitated by the Associate Vice Chancellor for Academic Affairs, who

- Regularly attends committee meetings and is generally available to meet with others interested to learn more about the program, whether faculty, staff, students, members of the community, or other administrators,

- Works closely with committee chairs to assist with program assessment and with matters of policy and procedures, as well as practical concerns for day to day operations, and
Program Assessment of the Common Experience

Pre Fall 2013
In general, the CE Assessment Plan has resided in the Office of Institutional Research and Assessment. However, implementing the plan year to year has been challenging due to annual shifts in chairs and other members. Also, the lack of both a method for systematic data collection and storage and an identified process for review has resulted in sparse documentation.

Post fall, 2013
As of June 30, 2014, further program review will involve ensuring that

- All program goals have learning outcomes
- All outcomes are clearly measurable
- Appropriate instruments are regularly used to measure them
- Analyses of these data are periodically made
- Review of the analyses is conducted annually, and
- Refinements warranted by the review are implemented to close the feedback loop

IU Southeast Common Experience Handbook Contributors

Student Success Action Team Members:  Project chair: Dr. Mary Bradley; 2013-2014 members: Leigh Ann Meyer, Rebecca Turner, and Dr. Annette Wyandotte (SSAT Chair and AVCAA)

Common Experience Committee (2013-2014): co-chairs Dr. Cliff Staten and Dr. Veronica Medina; members: Dr. Brian Atwater; Dr. Donna Bowles; Dr. Mary Bradley; Amanda DuPay (Spring); Dr. Donna Dahlgren; Dr. Melissa Fry; Dr. Christopher Kimmer; Jessica Lynch (Spring); Kathy Meyer (Fall); Leigh Ann Meyer; Kim Pelle (spring); Brandon Reams; Rebecca Turner; Dr. Angela Salas, Amanda Stonecipher; and Dr. Elizabeth Weaver

June 30, 2014

15 For example, the Events Review Survey may provide a viable way to assess several learning outcomes.