

Please carefully review the committee’s self-evaluation, visit the committee’s website, and review other evidence to help you validate the committee’s effectiveness. Please ensure to provide constructive comments for any items that are marked as “No”. Items marked as “Yes” do not need comments.

Validation Team Members: Office of Institutional Effectiveness

Evaluation Year: 2017-2018	Date: 8/1/2018	Committee Name: Academic Senate
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Area of Review	Assessment	Comments
1. Were 2017-2018 meeting dates, agenda, and approved minutes posted to the website?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Were agendas and minutes created using Verdana 12?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. Were at least 70% of scheduled meetings held with a quorum?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Did an ASO representative attend at least 51% of meetings held? (see SMP Goal D.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Were at least 51% of the prior year goals completed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Were all of the prior year recommendations resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Validations of 2016-2017 evaluations did not occur
7. Did the committee establish 2018-2018 goals and explain how their goals align with the SMP goals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. Were member names and terms listed on the form, and posted on the website?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Convert items marked as “no” into recommendations that the committee should resolve by the end of 2018-2019.		

