

MINUTES
INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
ADAMS ADMINISTRATION BUILDING
Monday, February 4, 2008, 2:00 p.m.

Members Present: Candice Howard-Shaughnessy, John Dew, Judy McCarley (representing UC), Kimberly Jones, Larry Blocher, Richard Voss, Sonya Shirley, Jim Bookout, Lance Tatum, and Teresa Rodgers

Members Absent: Bai Kang (with notice), Dan Tennimon (with notice), Mary Ann Hooten (with notice), Jack Miller, Jared Sellers, Meryem Boulale, Bill Grantham, and Lisa Vardaman

Others Present: Edith Smith and Emily Brewer

Handouts: IEC Meeting Agenda, Leadership and Strategic Planning Sections - AQA, Procedures for Review of Existing Programs (IRPE Handbook - page 36), Proposal for a Master of Arts Degree Program in Integrated Communication, Proposal for offering Social Work Major, and Human Services Major and Minor in Dothan, and Proposal for a new concentration in Food Safety and a new course

Meeting Report:

- 1) The meeting, held in the Executive Conference Room in Adams Administration Building, was called to order at 2:00 p.m. A motion was made to approve the minutes of the January 7, 2008 meeting; Lance Tatum seconded the motion; and the minutes were approved.
- 2) Dr. Dew reported that no minor changes had been processed through the IRPE Office since the last meeting on January 7, 2008.
- 3) Dr. Dew reported that three proposals had been received for the IEC to review.
 - a) The College of Communication and Fine Arts submitted a proposal to add a Master of Arts degree program in Integrated Communication. There was a strong consensus within the committee that the proposal did not provide enough specificity regarding the expected student learning outcomes and the methods and procedures for assessing those outcomes. Lance Tatum made a motion to return the proposal back to the College of Communication and Fine Arts for more specificity in the expected outcomes, assessments, and procedures for assessment. Candice Howard-Shaughnessy seconded the motion.
 - b) The College of Health and Human Services submitted a proposal to offer Social Work Major, and Human Services Major and Minor in Dothan. Lance Tatum made a motion to approve the proposal; Judy McCarley seconded the motion; and the proposal was approved.

- c) The College of Arts and Sciences submitted a proposal for a new concentration in Food Safety and a new course. The committee came to an agreement that the procedures for assessing the expected outcomes needed more clarification. Lance Tatum made a motion to accept the proposal on the condition for more clarification on the procedures for assessing expected outcomes. Candice Howard-Shaughnessy seconded the motion. All were in favor; therefore, the motion passed.
- 4) Other Business:
- a) At the last IEC meeting, Dr. Dew asked the committee to review a draft of the Organizational Profile for the Alabama Quality Award (AQA). He asked if anyone had comments regarding that section and requested feedback at the next scheduled meeting.
 - b) Dr. Dew mentioned that the Alabama Quality Award (AQA) has seven sections. Dr. Dew provided the committee with a draft of the first two sections- Leadership and Strategic Planning. Dr. Dew requested the committee to review these two sections and give feedback at the next scheduled meeting. Dr. Dew informed the committee that a draft for sections three through six would be distributed at the next meeting for everyone to review.
 - c) Dr. Dew reported that in 2004 TROY submitted to SACS a substantive change request on the consolidation into one university. SACS responded and made a recommendation for TROY to develop a process for reviewing academic programs. Therefore, we decided to review programs on a periodic cycle. Last year the committee reviewed programs in the College of Health and Human Services, College of Communication and Fine Arts, Distance Learning, and Division of Student Services for 2005-2006 year. A recommendation was made for the documentation on that review; so, Dr. Dew suggested searching for the documentation the IEC committee conducted for the 2006 review year. Dr. Dew distributed a copy of page 36 of the IP&E Handbook. This document states that for the 2007 review year, the IEC committee will need to review the programs in the College of Business, programs in the College of Education, Honors Program, and programs in the Division of Administration for 2006-2007 year. The IEC committee will discuss the process for reviewing these programs in early March. The committee will also discuss the format and documentation of the information. The process for reviewing these programs will start in April.

The next scheduled meeting is March 10, 2008, at 2:00 p.m. in the Executive Conference Room of the Adams Administration Building. The meeting was adjourned at approximately 3:05 p.m.