

**MINUTES**  
**INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING**  
**EXECUTIVE CONFERENCE ROOM**  
**ADAMS ADMINISTRATION BUILDING**  
**Monday, February 9, 2009, 2:00 p.m.**

**Members Present:** Holly Adams, Sohail Agboatwala, Brenda Campbell, John Dew, Mary Ann Hooten, Candice Howard-Shaughnessy, Kim Jones, Tish Matuszek, and Tracy Newwine

**Members Absent:** Larry Blocher (with notice), Meryem Boulale, Bill Grantham, Judy McCarley (with notice), Jack Miller, Jared Sellers, Lance Tatum (with notice), Dan Tennimon (with notice), and Lisa Vardaman

**Others present:** Somer Givens, Edith Smith, and Emily Brewer

**Handouts:** IEC Meeting Agenda

**Meeting Report:** The meeting, held in the Executive Conference Room in Adams Administration Building, was called to order at 2:00 p.m. Sohail Agboatwala made a motion to approve the minutes of the January 15, 2009 meeting. Tracy Newwine seconded the motion. The minutes were approved.

1. Dr. John Dew updated the committee on the SACS review for the international sites. An issue that has emerged involves accepting transfer credits from another regionally accredited university. If the transfer credits are from a university in the U.S. that does not have regional accreditation, then SACS has an additional set of requirements. SACS also has another set of requirements for a university or college credit from another country. If it is in another country, SACS is saying that to establish a partnership, we need to review the qualifications of all the faculty at that institution in order to be able to show that their faculty are equivalent to our faculty. The SACS team discovered that we have not been reviewing all faculty and their qualifications at the international universities; therefore, we will probably receive a recommendation and will be required to submit a one year-first year monitoring report to show evidence that we have reviewed the credentials of the faculty at these other institutions.
2. As outlined on the Agenda, reports were requested from the IEC members regarding their review of their assigned Program Effectiveness Reports (PER) for Advancement and External Relations.
  - a. Radio and Television - Mr. Sohail Agboatwala reported that the word "distant" in the Mission Statement should be changed to "distance". He recommended that they include the sample size for expected outcomes 2, 4, 5 and 6.
  - b. Development (Troy) - Mr. Sohail Agboatwala reported that the first expected outcome says that the outcome was achieved, but the collected amount differs from the stated goal. He suggested that they define the mission statement and state how it relates to the University's mission. In addition, they need to include a starting point for expected outcome #3.
  - c. Development (TROY-Worldwide) - Mr. Sohail Agboatwala stated that the PER was identical to the Development (Troy) PER.

- d. Alumni Affairs - The first expected outcome involves increasing the number of paid alumni by at least 20%. Mr. Sohail Agboatwala suggested that they include the starting figure. The number of car tags sold is used to measure the second expected outcome. He reported that the dollar amount was provided but the number of car tags sold was not. The number of alumni/donor visits is used to measure the third expected outcome. He suggested adding the numerical goal to the expected outcome.
  - e. University Relations (Worldwide) - Ms. Brenda Campbell stated that the PER was very short and concise. They did meet their objectives and gave concrete examples.
  - f. Sponsored Programs (Worldwide) - Ms. Brenda Campbell reported that the two expected outcomes were achieved. The committee suggested that they move the actual assessment to column two.
  - g. Marketing - Ms. Brenda Campbell stated that the PER was very comprehensive. There are two expected outcomes with 12 actual assessments. She suggested that they cut back on the number of items or use bullet points to help keep track of everything
3. Dr. John Dew informed the committee about the plans for the Dashboard system after the SACS review. The main reason the system is so difficult for individuals is that we are trying to do the strategic planning and the assessment at the same time. Therefore, the plan is to remove the strategic planning side from the Dashboard system. Dr. John Dew stated that after the SACS review in the summer 2009, the plan is to start a new 2009-2011 area in Dashboard so that we can repopulate it, make changes that the committee has suggested, and start collecting data again.
  4. Dr. Edith Smith reported that the Graduate Council added a new link to the Graduate Council website that has documents such as the Routing Slips and Master Course Information forms.
  5. Other Business: Dr. John Dew stated that the committee will not meet in April unless something major, such as a proposal for a new program, comes up.

The meeting was adjourned at approximately 3:40 p.m.