

MINUTES
INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
ADAMS ADMINISTRATION BUILDING
Monday, April 7, 2008, 2:00 p.m.

Members Present: John Dew, Mary Ann Hooten, Kimberly Jones, Bai Kang, Teresa Rodgers, Lance Tatum, Dan Tennimon, and Richard Voss

Members Absent: Larry Blocher, Jim Bookout, Meryem Boulale, Bill Grantham, Judy McCarley (representing UC), Jack Miller, Jared Sellers, Candice Howard-Shaughnessy (with notice), and Lisa Vardaman

Others Present: Mac Adkins, Emily Brewer, Steve Padgett, and Jeff Spurlock

Handouts: IEC Meeting Agenda, Proposal for a Master of Arts Degree Program in Integrated Communication, Information Technology's Annual Plans and Program Effectiveness Report (PER), Human Resource's Annual Plans and Program Effectiveness Report (PER), and Institutional Research, Planning & Effectiveness' Annual Reports, Program Effectiveness Report (PER), and Annual Achievement Reports for 2005-2006 and 2006-2007

I. Call to order

John Dew called to order the IEC meeting at 2:00 on April 7, 2008 in the Executive Conference Room in Adams Administration Building.

II. Approval of minutes from March 10, 2008 meeting

Dan Tennimon made a motion to approve the minutes of the March 10, 2008 meeting; Lance Tatum seconded the motion; and the minutes were approved.

III. Review of proposals received since March 10, 2008 meeting:

- a) Dr. Dew reported that no minor changes had been processed through the IRPE Office since the last meeting on March 10, 2008.
- b) The College of Communication and Fine Arts resubmitted a proposal for the Master of Arts in Integrated Communication with additional information pertaining to the assessment of the student learning outcomes. There were no concerns or questions regarding the proposal; therefore, Lance Tatum made a motion to approve the proposal; Dan Tennimon seconded that motion; and the proposal was approved.

IV. Review of IT, IRPE, and HR:

Dr. Dew reminded the committee on the procedures for reviewing academic and administrative programs. The first set of programs under review is IT, HR, and IRPE. The PERs and Annual Plans for each of these were mailed to the IEC to review and discuss at this meeting.

- a. Information Technology** – The IEC reviewed Information Technology's Annual Plans and Program Effectiveness Report (PER) information. The IEC thought the Annual Plans were very detailed and suggested adding information in column seven of the Annual Plan. The committee reviewed the PER by looking at the expected outcomes, assessment information, and if the outcomes were met. Overall, the IEC thought the expected outcomes and assessment information was well defined. The committee suggested showing the cost for each expected outcomes. This brought up a discussion on how individuals might interpret the cost of expected outcomes.
- b. Human Resources** - The IEC reviewed Human Resource's Annual Plans and PERs. The committee suggested adding information in column seven of the Annual Plan. Suggestions were made regarding the PERs. The committee recommended looking at more activities other than payroll and applications would help them improve their assessment. For example, collecting data on user satisfaction and conducting a user satisfaction survey would provide feedback on the performance of the services by the HR staff, such as the quality of accessing information related to insurance, benefits, etc.
- c. Institutional Research, Planning & Effectiveness** – The IEC reviewed IRPE's Annual Plans, PERs, and Annual Achievement Reports for 2005-2006 and 2006-2007. The committee suggested adding information in column seven of the Annual Plan. Dr. Dew stated that the PERs were harder to read compared to IT and HR. The IEC recommended separating the assessment items to make it easier to understand the results of each expected outcome. Suggestions were made to add the new student survey to the Annual Achievement Report.

Dr. Dew will write a summary on what had been discussed on the IT, HR, and IRPE information. This document will be included in the SACS section 3.3.1. The next program under review will be the College of Education. The IRPE office will provide the committee with information for this program one week prior to the next scheduled meeting, May 19, 2008. The committee will discuss the review at that meeting.

V. Discussion:

Dr. Dew asked for any comments regarding the Alabama Quality Award (AQA). The committee pointed out that the statement "tuition free" should be "tuition assistance".

VI. Other:

Lance Tatum announced that ACHE approved the Deaf Interpreter Program at there March 28th meeting.

VII. Adjournment

The next scheduled meeting is May 19, 2008, at 2:00 p.m. in the Executive Conference Room of the Adams Administration Building. The meeting was adjourned at approximately 2:50 p.m.