

**Minutes**  
**Institutional Effectiveness Committee (IEC) Meeting**  
Executive Conference Room  
September 8, 2008 at 2:00 pm

**Members Present:** Larry Blocher, Brenda Campbell, John Dew, Mary Ann Hooten, Candice Howard-Shaughnessy, Kim Jones, Tish Matuszek, Judy McCarley, and Tracy Newvine

**Members Absent:** Sohail Agboatwala (with notice) Holly Adams (with notice), Meryem Boulale, Bill Grantham, Jack Miller, Jared Sellers, Lance Tatum (with notice), Dan Tennimon (with notice), and Lisa Vardaman

**Handouts:** IEC Meeting Agenda; College of Arts and Science Status of Program Effectiveness Reports (PERs); Fall 2007 and Spring 2008 MAPP Report; July 21, 2008 QEP Minutes; Alabama Quality Award (AQA) Application

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**I. Call to order**

John Dew called to order the IEC meeting at 2:00 on September 8, 2008 in the Executive Conference Room in Adams Administration Building.

**II. Function of IEC**

- The committee reviews any significant changes to academic programs by focusing on questions related to institutional effectiveness - do they have a set of student learning outcomes defined, do they have a set of measures for those SLOs, and do they have a mechanism for actually looking at those measures. Dr. Dew informed the committee about a decision the IEC made last year. If a proposal is not related to the institutional effectiveness of the program, then it would only require an expedited review; therefore, Dr. Dew would review and approve those on behalf of the committee.
- The committee reviews the institutional effectiveness of the colleges and administrative units on a periodic cycle. A document that defines the cycle for which programs to review is located on the IRPE website.
- The committee will review the feedback from the Alabama Quality Award (AQA).
- The committee will be informed at all times in terms of the assessment related to the Quality Enhancement Plan (QEP).
- The committee will be informed of any SACS information.

**III. Program Review for 2008-2009**

The IEC reviews programs from different colleges every academic year. The committee will review the programs by looking at the Program Effectiveness Reports (PERs) in the Dashboard system, which the office of Institutional Research, Planning & Effectiveness (IRPE) will provide. Dr. Dew gave the group a copy of the PER Status Report for the College of Arts and Sciences. The report contains a column that

list all the programs, a column for student learning outcomes, and a column for assessment. Dr. Dew reviewed each college and color-coded the columns with green (indicating that there is assessment information entered for 2006-2007 and 2007-2008), yellow (indicating that there is only assessment data for 2006-2007 entered or some problem), and red (indicating no assessment data has been entered).

For 2008-2009, the IEC will review the following colleges and divisions:

- a. **College of Arts and Sciences** - Each committee member signed up to review a program's PER from the College of Arts and Sciences. The committee will discuss their reviews at the November 10th IEC meeting and then offer any comments to the dean about changes and modifications.
  - b. **General Studies** - The IRPE office will send the committee a document from the SACS report related to the general studies program. The group will review and discuss this document at the October 13th IEC Meeting. Dr. Dew suggested looking at questions such as, "Do we feel like as an institution that we are doing a reasonable job of assessing the General Studies program?" and "What would we collectively recommend back to Dr. Fulmer and the General Studies Committee?"
  - c. **Advancement and External Relations** - The committee will review the PERs for Advancement and External Relations at the February IEC Meeting.
- IV. Alabama Quality Award (AQA)** - The AQA is a state level version of the Malcolm Baldrige National Quality Award. TROY applied for the Bronze Level in April and should get feedback in November. The IEC will be responsible for reviewing the feedback at the December IEC meeting.
- V. Review of proposals over the summer:**  
Dr. Dew provided a review of proposals that had been processed through the IRPE office over the summer.
- a. Dance programs shifting from one college to another college.
  - b. New location at Sanford, FL to offer the Master of Science in Counseling and Psychology.
  - c. Changes to the Athletic Training program.
  - d. New course in the Biology program.
- VI. Updates:**
- a. Quality Enhancement Plan (QEP) - TROY's QEP is *Creating a Culture of Reading* and will be sent to SACS by February 2009. The QEP will make up three areas: the common book experience, which all freshmen will read the same book and then have discussion groups; the utilization with the New York Times; and engaging students in service learning projects that promote reading to others.

The QEP will be assessed through the MAPP reading and critical thinking scores, course-specific measurements by faculty who use the New York Times activities and the common book experience, and surveys. A subcommittee was set up to write the assessment part of the QEP. The IEC group will review what the assessment subcommittee has written at the December IEC meeting.

- b.** SACS - The SACS report has been mailed to the off-site review team. We should start receiving responses in mid November. There will be a January meeting in Atlanta with the on-site review team. The Global Campus site visits will be April 7-11; the site visit is April 21-24.

#### **VII. Develop plan for 2008-2009**

October - Discuss General Studies

November - Discuss the College of Arts and Sciences PERs

December - Discuss AQA feedback

January -

February - Discuss Advancement PERs

#### **VIII. Adjournment**

The next scheduled meeting is October 13, 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.