

**MINUTES**  
**Institutional Effectiveness Committee (IEC)**  
**Executive Conference Room**  
**Adams Administration Building, Troy Campus**  
**Monday, October 17, 2011, 2:00 p.m.**

**Members Present:** Holly Adams (phone), Sohail Agboatwala, Kang Bai, Bill Belcher, John Dew, Janet Gaston, Deb Gearhart, Candice Howard-Shaughnessy, Roy Hudson, Kim Brinkley-Jones, Christina Martin, Judy McCarley (vtel), Jack Miller (phone), Lance Tatum, Dan Tennimon, and Brian Webb

**Members Absent:** Larry Blocher, Bill Grantham, and Mary Ann Hooten

**Others present:** Emily Brewer, Wendy Broyles, and Somer Givens

**Handouts:** IEC Meeting Agenda, Changes and Alterations for IEC Review, and Timeline of Coming Events (2012-2015)

**Meeting Report:**

1. **Call to order and approval of minutes** – The meeting, held in the Executive Conference Room in Adams Administration Building on the Troy campus, was called to order at 2:00 p.m. The meeting minutes from September 12, 2011, were approved.

2. **Status on approvals** – Dr. Dew referenced a handout showing what changes have come through for IEC approval since the committee's last meeting. He provided a brief overview regarding the proposed new Ph.D. in sport management. The College of Health & Human Services has prepared well for this proposed program to be a logical offering at a higher level. University personnel are working with ACHE to smooth the way, hoping for a December vote, with a simple majority, on the current stipulation about which institutions in the state can have doctoral programs. The plan is to then submit a program-specific NISP for review in ACHE's June meeting.

3. **Update on HOMER activities** – Dr. Kang Bai shared that work on HOMER updates started in September. Dr. Bai has been meeting and talking with different groups about their reports. Some questions he has been asked are about new goals and SLOs at the course level. Info from SAIR conference about more detailed assessment Curriculum mapping in HOMER reports. Major field test is a good measure for SLOs Also MAPP and common rubrics are useful tools. HOMER updates are due November 1. Dr. Bai will send an email reminder this week about the due date.

Dr. Dew reminded the committee that we heard in our last meeting from Dr. Vardaman about the assessment software selection process. Dr. Dew added that he understands more software options produce reports than conduct analysis. Dr. Fulmer will head the 2.10 team, which is a SACSCOC core requirement on student support. New guidelines are expected on this requirement, and during the SACSCOC Annual Meeting this December, Dr. Dew will attend a workshop on evaluating 2.10.

4. **Update from the Consortia Relationship Review Committee** – Emily Brewer provided an update from CRRC. The committee last met in July, and in that meeting the committee reviewed materials from overseas visits and decided another academic review of operations in Malaysia is needed. An ESL reviewer will provide a report for the committee's next meeting. Dr. Dew added that this committee is making progress.

**5. Timeline and SACS-COC Plan for Five-Year Report** – Dr. Dew referenced a handout, highlighting major upcoming events, including 2012 Chancellor’s briefings, HOMER updates, an anticipated summer leadership retreat, and writing and submission for the highest Alabama Quality Award. We will have another HOMER update due in November 2013, which will make three rounds of assessment information for our SACSCOC five-year report. Future growth is linked to our strategic plan. This timeline provides the big picture and is not meant to be comprehensive.

**6. Plan for Academic Program Reviews in Spring 2012** – Dr. Dew reminded the committee of last month’s discussion regarding HOMER review. The plan in past years was to review one third of all assessment information each year, but the new plan is to review 100 percent on a two-year basis. Teams will review assessment information based on a set of guidelines for HOMER, specifically to check that SLOs are strong. We are still learning but will attempt to review information as though we are the SACS reviewers. In our November meeting, we will consider our last rubric for assessing HOMER files. Dr. Dew will draft teams and assignments for HOMER review.

**7. Other Business** – Dr. Tatum shared that the College of Education has a new assessment coordinator; Dr. Isabelle Warren is moving to Troy. She will also join IEC because of her new position.

Dr. Gearhart shared about completing a Quality Scorecard for eTROY. She will be presenting at Sloan on this, and they want three people from the institution to complete the scorecard. Dr. Gearhart is seeking an IEC volunteer. Emily Brewer will complete the scorecard representing the committee.

Dr. Martin asked a question about which programs will be included in the sample of HOMER reports provided to SACSCOC in our five-year report. Should IEC reviewers of HOMER also supply recommendations for this sample? Dr. Dew answered that he understands 100 percent must be available online for our 10 year review; based on information from Dr. Bob Smallwood, we expect to select about 30 programs and provide a web link to HOMER where all of our files will be publicly available. Our narrative will state that we have continued to improve the process and content for HOMER and should clearly show an active culture of assessment is growing at Troy University. In addition, Dr. Bai will begin conducting new faculty workshops on assessment to complement our growing culture of assessment.

Dr. Tatum added that the College of Education plans to collapse HOMER reporting from over 30 different reports built around a core to approximately 10 reports based on common cores, focusing on program level skills and abilities. The current cycle will be completed on the old model, but the next cycle in 2013 will shift to focus on the core areas.

Dr. Dew shared information he has learned recently about electronic textbooks through Soomo. This product has great potential to provide consistency across teaching location. The electronic textbook also allows instructors to build in chat rooms, tests, essays, etc. This may provide a step change for quality overseas and may be our next big breakthrough.

The meeting was adjourned at approximately 2:45 p.m. The next scheduled meeting is November 14, 2011.