

**MINUTES**  
**INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING**  
**EXECUTIVE CONFERENCE ROOM**  
**ADAMS ADMINISTRATION BUILDING**  
**Monday, October 8, 2007, 2:00 p.m.**

**Members Present:** Dr. John Dew, Dr. Tom Dunn, Dr. Bai Kang, Dr. Candice Shaughnessy, Dan Tennimon, Kimberly Jones, Richard Voss, Jack Miller, Meryem Boulale, Dr. Edith Smith, Dr. Larry Blocher, Teresa Rodgers, and Sonya Shirley

**Members Absent:** Lisa Vardaman, Dr. Mary Ann Hooten, Dr. Lance Tatum, Dr. Bill Grantham, Dr. Gordon Moseley, and Jim Bookout

**Others present:** Donna Sanders

**Handouts:** IEC Meeting Agenda and Draft of Reporting and Notification of Changes Concerning Academic Programs

**Meeting Report:**

- 1) The meeting, held in the Executive Conference Room in Adams Administration Building, was called to order at 2:00 p.m. Dan Tennimon made a motion to approve the minutes of the September 10, 2007 meeting; Kim Jones seconded the motion; and the minutes were approved.
- 2) Quick overview of the role and duties of the IEC for new members. The primary function of IEC is to look at the significant changes to academic programs. Dr. Dew mentioned that in previous IEC minutes, the committee voted that some changes in academic programs are only expedited review items, and the IEC committee must review other items that have large changes. The secondary function is to work on all issues related to institutional effectiveness.
- 3) For review and modifications, Dr. Dew distributed a draft of the Reporting and Notification of Changes Concerning Academic Programs to the committee. The main purpose of this document is to help understand the process of when information goes to SACS, when information goes to ACHE, when information goes to both, and what circumstance might it affect. The objective is to provide the University with a clearer understanding of the process for changing academic programs concerning ACHE and SACS requirements.

Dr. Edith Smith inquired as to the appropriate procedures for expanding approved programs from one campus in Alabama to another in Alabama. Dr. Dew commented that he would need to review what commitments were made to ACHE related to One University regarding expanding programs to other Alabama locations. There was a request to input definitions on this document, such as location, site, letter of intent,

and letter of notification. There were suggestions on the document to make it more organized, step procedures and adding the routing slips and forms to the document. Modifications to the document included changing course to program on page four under b, and adding that the substantive change prospectus goes through the IRPE office on the last page under b.

- 4) For proposals received since the last meeting on September 10, 2007, Dr. Dew provided a review of the institutional effectiveness information that had been processed through the IRPE Office since that meeting. Some of the programs required expedited review, and other programs which required routine processing through the IRPE office to SACS-COC were provided as information items:

Expedited Reviews:

- a) A proposal from the School of Music to add a Concentration in Music Industry/General Music in the College of Education's Master of Science Post Secondary Education - requires ACHE's approval.
- b) Substitute of MUS 6630 for SPE 6630 and MUS 6653 for EDU 6653 in Master of Science in Education - requires ACHE's approval. This proposal requires State Department of Education notification.
- c) College of Health and Human Services – Doctor of Nursing Practice. (for approval)

The remaining items were information items.

- d) A letter of notification was sent to SACS-COC and ACHE on September 14, 2007 telling them that University College of Troy University plans to offer the Executive Master of Business Administration (EMBA) through the eCampus.
- e) A letter of notification was sent to SACS-COC on September 26, 2007 telling them that University College plans to offer the Master of Science in International Relations (MSIR) at the Tampa, Florida site.
- f) A letter of intent to open a new site in Marianna, Florida offering the Master of Science in Counseling and Psychology was forwarded to the Chancellor via Dr. Roach for his signature. Once the letter is returned to the IRPE office with the Chancellors signature, it will be sent to SACS-COC.

Dr. Edith Smith suggested that many departments might not be submitting proposals to the IEC prior to Undergraduate Academic council due to lack of procedural knowledge.

- 5) Dr. Dew updated the Committee regarding the Dashboard status and recovery plan. He talked with Greg Price, and Greg reported that the Dashboard is running but still needs some work before everyone starts entering information. Information entered through August 20 was saved. No one knows what caused the server to crash; therefore, Greg Price will resume responsibility for backing up the data in the Dashboard system. Greg pointed out that the crash could have been initiated by the fact that a large amount of information was being entered at one time. He suggested cutting back on the amount of information entered into the system. Suggestions were made to summarize the information entered, and also limiting the number of users who can assess the system at one time.

Dr. Dew will send out an e-mail letting everyone know when the Dashboard is safe to start entering information. Until then, no one should be entering information into Dashboard.

Dashboard will be continued for SACS review. Dr. Dew advised everyone to enter the data for the rest of the year. There will be information from all last year and all of this year up to the end of August. Then they will freeze or archive the data so that nothing else will be added into it, and it will be a historical document. This will consist of two years worth of information related to planning and institutional effectiveness. The whole document will be made available for the off-site and on-site SACS review team. Dashboard may not be used after August 2008. There will probably be a decision on a new system by spring of 2008, and the system will be broken up into two parts, strategic planning, and institutional effectiveness, assessments, and student learning outcome.

Dr. Dew explained two issues concerning implementing a new system now. First, it is not on the IT screen, while they are focused on the Datatel R18 upgrade. Second, implementing a new system would mean having two separate systems during the SACS review period.

- 6) The discussion on future cycle for reviewing academic programs was tabled and will be on the next scheduled meeting agenda. Dr. Dew needs to go back and look at this data.
- 7) Dr. Bai gave a presentation on the results of the Graduating Student Survey. Dr. Bai reported that over the past three years, this survey has provided an accurate representation of our student body. This survey is sent out every year for graduating students and there is a 30 to 35 percent participation rate.  
Dr. Bai revealed two outcomes:
  - 1) The survey found that students were satisfied with their academic program, satisfied with the curriculum in their program, quality of instructions, and also over 85% of the students would recommend Troy University and its programs.
  - 2) One area that needs to improve is Student Services, such as Library, Writing Center, Math and Science Center, Parking, Dorms, and Career Services. These areas are relatively low and have always been lower than 2/3 of students.
- 8) Discussion took place involving the information needed for the reaffirmation of SACS accreditation. Dr. Edith Smith indicated that her subcommittees are having problems providing evidence of improvement based on the analysis of results. The IRPE Handbook calls for the collection of the evidence of improvement file from dashboard in June of each year. Her subcommittee is expected to have a rough draft prepared by November 16, 2007. She wanted to prepare a letter from the Chancellor to the Vice Chancellors and Deans requesting they provide evidence of improvement for SACS. Dr. Dew will get back with her on this request.

9) Dr. Dew updated on SACS activities:

- November 16, 2007 is the deadline for the SACS Subcommittee Chairs to submit their initial report.
- Dr. Dew stated that IT has done a great job on putting together a front page of the SACS Website. Donna Schubert has set up a spectrum location to provide guidelines for people inputting information for SACS.
- Dr. Dew and Dr. Roach will be going to SACS Headquarters in Atlanta on November 1, 2007 to meet with the new SACS Vice President.

The next scheduled meeting was announced for November 5, 2007, at 2:00 p.m. in the Executive Conference Room of the Adams Administration Building, and the meeting was adjourned at approximately 4:00 p.m.