

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

Members Present: Bai Kang, Candice Howard-Shaughnessy, Dan Tennimon, Jack Miller (via phone), Jared Sellers, John Dew, Judy McCarley (representing UC), Kimberly Jones, Larry Blocher, Mary Ann Hooten, Richard Voss, Sonya Shirley, and Teresa Rodgers

Members Absent: Courtney Bentley, Bill Grantham, Jim Bookout (with notice), Lance Tatum (with notice), Lisa Vardaman, and Meryem Boulale

Others Present: Donna Sanders, Emily Brewer

Handouts: IEC Meeting Agenda, Minor Changes Approved since November IEC Meeting, Organizational Profile, run charts for Key Performance Indicators, 05-07 Institutional Planning & Effectiveness Handbook

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 November 16, 2007 meeting; Jared Sellers seconded the motion; and the minutes were approved.
- 2) For proposals received since the last meeting on November 16, 2007, Dr. Dew provided a review of the institutional effectiveness information that had been processed through the IRPE Office since that meeting.

Dr. Dew informed the group that he had approved the following proposals because the proposals were not related to the institutional effectiveness of the program. He explained that the previous Institutional Effectiveness Committee members gave authority to approve such proposals by signing the routing slip for program changes that are considered to need only expedited program reviews. Expedited reviews were done for the following proposals:

- a) Two courses for minor in Leadership Studies added.
- b) Adding GEO 2210 to American/Latin American emphasis in undergraduate history.
- c) Wording changes in Environmental Sciences internship BIO 4488-4489-4490 to Biological or Environmental Science internship.
- d) Revisions to ASN program's admissions and progression criteria for catalog.

- e) Removing POL 4476 from list of courses constituting the Public Administration concentration in the Political Science major. (Inadvertently included in combined OGU catalog)
- f) Addition of Beginning Yoga as a physical activity course in Kinesiology and Health Promotion.
- g) Changing course name from 4452 Sport Communications to 4452 Sport Public Relations. This was put on hold.

A motioned was made to accept this proposal. All committee members were in favor of the motion; therefore, the motion was passed.

3) Dr. Dew commented on several discussion items:

- a) Dr. Dew reported on the Alabama Quality Award process and distributed the first draft of the organization profile. Alabama is one of about 40 states that has a state quality award and has a version of the award program for education. TROY will try for the bronze level award which would make TROY the first higher education institution in the state. An application for this level requires a description of the organizational profile and a self -assessment of how the organization is applying the seven categories of the Alabama Quality Award Criteria. He requested the IEC members to review the organization profile and give feedback by the end of January. Dr. Dew suggested pursuing the silver level after the SACS review in 2009.
- b) Dr. Dew discussed the process for assessing Performance Evaluation Reports (PER) for 2006-2007. He mentioned that before Dashboard crashed the IEC members were responsible for reviewing the PERs and then the Deans would close the PERs. The deadline date for edits on Dashboard was extended to allow people to continue to edit for 05, 06, and 07 until March. Instead of having the IEC committee review the PERs again, each department will be responsible for reviewing PERs. Dr. Dew created charts for each department to illustrate areas that need additional work. These areas include the purpose/mission, expected outcomes, and assessment. The charts were sent to the deans before the holiday. In February, the help will become part of what is reviewed by the Chancellor in the Cabinet meeting.
- c) Dr. Dew discussed the timeline for the 2007-2008 Performance Evaluation Reports (PER). The process will be to repeat forms for 2006-2007, and then take the student learning outcomes and mission statements for 2006-2007 and make sure they are in the 2006-2007-2008 area. Then everyone will have to enter their evaluation and assessment information in that section. Dr. Dew emphasized that the 2007-2008 PERs need to be done sometime this summer, because in September 2008, the online compliance reports will be submitted and must have links to all PERs.

- d) Dr. Dew discussed the additional information that will need to be included in the 2007-2008 Annual Achievement Reports. Letters were sent from Dr. Patterson and Dr. Roach explaining the process. This letter requested that the Annual Achievement Reports for 2005-2006 and 2006-2007 be completed by the end of January, and the 2007-2008 Annual Achievement Reports be completed by the end of July 2008. The Annual Achievement Reports should include information regarding how your organization identified the need for improvement, planned the improvement activity, the actions that were taken, and the results.
 - e) Dr. Dew gave the members an updated Institutional Planning and Effectiveness Handbook for 2007-2008. Dr. Dew informed the committee of the new section that was added for reporting and notification of changes concerning academic programs. One major change was the routing slips, which will be posted on the IRPE website for everyone to use.
 - f) Dr. Dew discussed the development of a macro-level IE report that incorporates information from multiple surveys and assessments. To help acquaint the SACS reviewers this report will describe the university as a whole by making some observations about the students. Such as what we know about the students based upon CIRP, NSSE, and incoming first year student surveys; what is the level of student satisfaction based upon the graduate student survey and alumni survey; and how students perform on the MFT and MAPP. This will give the external reviewer a broad understanding of how we look at the institution and how we think about the institution. Dr. Dew will send an electronic copy of this document in a few weeks for the committee to review and make comments.
 - g) Dr. Dew discussed the progress on developing a set of Key Performance Indicators for TROY. Dr. Dew provided the committee with a set of run charts that shows the Key Performance Indicators. These run charts came about from a discussion about the institution's Strategic Plan. The run charts help determine TROY's trend from fall 2004 to fall 2007 using total enrollment, enrollment by age, enrollment by international students, total credit hour productivity, and gross square footage.
- 8) Other Business:

Dr. Candice Howard-Shaughnessy informed the committee that her college started a college IEC committee and she would be the contact person for making sure that the faculty was entering all information. Dr. Hooten asked Dr. Dew for suggestions on how to store the information. Dr. Dew suggested keeping copies and files for all information being entered into Dashboard.

Dr. Dew briefly mentioned that the SACS review process had changed. The offsite review team will review everything and then ask questions. Then we will have a six-week timeframe to respond to those questions. The response will go to the onsite

review team. Onsite team review also will also look for requirements in 15 areas. SACS has a new process in place for a five-year follow-up review instead of a ten year. SACS will also do a mini review that will cover the 15 items that will also be covered by the onsite review team. Dr. Dew informed the committee that in 2014 there would be another SACS review on the 15 items.

Dr. Dew noted that the Deaf Interpreter Program will be presented at the next ACHE meeting.

The next scheduled meeting is February 4, 2008, at 2:00 p.m. in the Executive Conference Room of the Adams Administration Building. The meeting was adjourned at approximately 3:15 p.m.