

MINUTES
INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
ADAMS ADMINISTRATION BUILDING
Friday, November 16 2007, 2:00 p.m.

Members Present: Dr. John Dew, Dr. Bai Kang, Dan Tennimon, Kimberly Jones, Sonya Shirley, Dr. Mary Ann Hooten, Dr. Judy McCarley (representing UC), and Jim Bookout

Members Absent: Dr. Richard Voss (with notice), Dr. Candice Howard-Shaughnessy (with notice), Dr. Larry Blocher (with notice), Dr. Edith Smith (with notice), Dr. Tom Dunn (with notice), Jack Miller, Meryem Boulale, Teresa Rodgers, Lisa Vardaman, Dr. Lance Tatum, Dr. Bill Grantham, Donna Sanders (with notice), Jared Sellers, and Courtney Bentley

Handouts: IEC Meeting Agenda, Deaf Interpreter Program Proposal, Leadership Development Proposal

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 October 8, 2007 meeting; Jim Bookout seconded the motion; and the minutes were approved.
- 2) For proposals received since the last meeting on October 8, 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:

Dr. Dew informed the group that he had approved the following proposals because the proposals were not related to 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) Addition of BIO 3304 Microscopy and Microtechnique
- b) Associate in Nursing Program General Studies revision
- c) Additional admissions standards for Athletic Training Education
- d) Addition of courses to Geography Program

Dr. Dew noted that the remaining items were information items.

- e) A letter of notification was sent to SACS-COC on October 31, 2007 concerning TROY's agreement with Vyatka State University of Humanities in Kirov, Russia.

- f) A letter of notification was sent to SACS-COC on November 16, 2007 telling them that University College plans to offer the Associate in Science in General Education (ASGE) and Bachelor of Science in Business Administration (BSBA) at the Tifton, Georgia site. Both are previously approved programs at an already approved location, so it does not require a substantive change.

3) Decision Items:

- a) Dr. Mary Ann Hooten informed the group on the proposal for the Bachelor of Science in Deaf Interpreter program. She explained that Troy University would be the only school in the state that will offer this program. There is a substantial need for this program because of the amount of deaf people within Alabama and not that many interpreters. The main program will be on the Troy Campus but will also be offered through eCampus. In recent years, a trained interpreter did not need a four-year degree. The new requirements will consist of a four-year degree and must pass a national certification exam. This program will be a 54-hour comprehensive program; therefore, no minor will be involved. Dr. Hooten explained that the changes would affect other areas. Right now, it is possible to get a minor in Sign Language through Human Services- there were four courses that led to this. TROY plans to delete those courses out of Human Services and add 21 new courses. These courses will be assigned a new prefix ASL. This program will also contain several internships - in the community and educational setting. Students will still have to take the general studies courses in addition to the Deaf Interpreter courses. Once completing the program, the students must pass the national exam to become a certified interpreter. If a student does not pass the exam with a 3.4 (on a 4.0 scale), then they can get a permit that allows them to practice but they must take the exam again. Dr. Hooten informed the committee about the seven existing full-time faculty members in the Department of Curriculum and Teaching that may be able to do some of the support courses. Adjunct Professors will also be hired if needed. The anticipated start date for the first cohort will be fall 2008, and 75 students are expected to graduate in the first year. Dr. Hooten also reported that they had applied for a grant of \$250,000 to start this program and will match those funds to be able to start this program.

This program will be presented at the December 8, 2007 ACHE meeting.

A motioned was made by Jim Bookout to accept this program and was seconded by Dan Tennimon. All committee members were in favor of the motion; therefore, the motion was passed.

- b) Dr. Dew discussed the proposal for Leadership Development Institute. He informed the committee on several items that lacked specificity on expected outcomes: LDR 2200; 3300 Leadership Theory course items 4, 5, and 6; LDR 4493-4494 items 4, 5, and 6. Dr. Dew indicated that the student learning outcomes are implied but not explicit. Dr. Dew suggested approving this proposal

but needing follow-up information on the connection of their assessment to the student learning outcomes. The IEC will not have to review again. A motioned was made to accept this proposal. All committee members were in favor of the motion; therefore, the motion was passed.

4) Dr. Dew commented on several discussion items:

a) Dr. Dew updated the Committee regarding the Dashboard status and recovery plan. The Dashboard is up and running as of November 16, 2007. Dr. Dew pointed out that the system might have crashed due to the amount of evaluation information entered into Dashboard. Dr. Dew asked for the information, mainly evaluation information for programs, to be placed into Word files and save those files. And in the spring, this additional information will be put into files so that IT can create a link for the SACS review. Dr. Dew informed the committee that they will freeze Dashboard and use it for the SACS review in January. Then a process will begin involving people from Institutional Research group, IEC, colleges, and IT to plan the replacement of the Dashboard.

b) Dr. Dew informed the committee on the SACS status and reported that all subcommittee chairs submitted the first draft of all the SACS sections on November 16, 2007. Feedback will be given mid January.

Dr. Dew will email the SACS Timeline to the committee. He notified the committee that the timeline has been posted on the SACS spectrum along with examples of various models/guidelines developed for a number of different reports. One major issue is faculty roster, which SACS expects to be in a certain format.

c) Dr. Dew reported on the Alabama Quality Award, which Chancellor Hawkins approved the idea of the bronze level submittal. The bronze level will consist of a twelve-page document that will be brought before the Institutional Effectiveness Committee (IEC) for review. Dr. Dew suggested pursuing the silver level after the SACS review in 2009.

d) Dr. Dew reported that there use to be two routing slips: Routing Slip A and Routing Slip B. Routing Slip A involved new programs and changes, and Routing Slip B involved University College. Revisions to Routing Slip A have been made to slit this into two separate routing slips: one for new programs, and the other for changes and revisions. More review is need for new programs, so having a separate routing slip will speed up the process of being able to review the routing slip for changes and revisions. Dr. Dew stated that a conceptual approval from the Chancellor is needed for the new program routing slip. He also stated that no major changes in the University College's Routing Slip.

Dr. Dew will email the latest revisions to the routing slips to the IEC, and once all revisions have been made, the routing slips will be posted on the IRPE website.

8) Other Business:

Dr. Dew reported on the meeting that he and Dr. Roach had on November 1, 2007, with the new SACS Vice President, Dr. Joseph Silver. Dr. Silver plans to visit TROY in April.

The next scheduled meeting was announced for January 7, 2008, at 2:00 p.m. in the Executive Conference Room of the Adams Administration Building, and the meeting was adjourned at approximately 3:00 p.m.