

MINUTES
INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
ADAMS ADMINISTRATION BUILDING
Monday, March 10, 2008, 2:00 p.m.

Members Present: Bai Kang, Dan Tennimon, Kimberly Jones, John Dew, Judy McCarley (representing UC), and Teresa Rodgers

Members Absent: Bill Grantham, Candice Howard-Shaughnessy (with notice), Jack Miller, Jared Sellers, Jim Bookout, Lance Tatum, Larry Blocher (with notice), Lisa Vardaman, Mary Ann Hooten (with notice), Meryem Boulale, and Richard Voss (with notice)

Others Present: Mac Adkins, Edith Smith, Donna Sanders, and Emily Brewer

Handouts: IEC Meeting Agenda, Proposal for a Master of Arts Degree Program in Integrated Communication, 2007-2008 Academic and Administrative Program Reviews, Draft Guidelines for 2008 Annual Report - Academic and Administration, first draft AQA Application

I. Call to order

John Dew called to order the IEC meeting at 2:00 on March 10, 2008 in the Executive Conference Room in Adams Administration Building.

II. Approval of minutes from February 4, 2008 meeting

Kim Jones made a motion to approve the minutes of the February 4, 2008 meeting; Edith Smith seconded the motion; and the minutes were approved.

III. Review of proposals received since February 4, 2008 meeting:

- a) Addition of HIS 5556 - History of the Middle East. (Expedited Review)
- b) Addition of elective courses and change in three course pre-req. for the BSN program, School of Nursing, College of Health and Human Services. (Expedited Review)
- c) At the February 4, 2008 meeting, the College of Communication and Fine Arts submitted a proposal to add a Master of Arts degree program in Integrated Communication. There was a strong consensus within the committee that the proposal did not provide enough specificity regarding the expected student learning outcomes, and the methods and procedures for assessing those outcomes.

The College of Communication and Fine Arts submitted an updated proposal, and the committee stated that the assessment does not reflect assessment of the student learning outcomes. The committee came to an agreement to return the proposal requesting additional information. Dr. Dew will get with the College of

Communication and Fine Arts for feedback and will ask them to attend the next IEC meeting.

It was decided for future proposals, that the person submitting the proposal attend the IEC meeting to answer questions that may arise regarding the submission.

IV. Discussion:

- a. 2007-2008 Academic and Administrative Program Reviews** - Dr. Dew informed the committee that a new approach would be taken for reviewing academic programs and administrative programs. He provided the committee with a copy of the plan for 2007-2008 Academic and Administrative Program Reviews. Each program will be reviewed by looking at its annual reports, PER data, and other relevant planning and assessment information. IRPE will provide the committee with printouts of this information one week prior to the IEC meeting for review, along with a copy of the IEC Checklist for the Review of PED (Attachment D, found on page 38 of the IRPE handbook) as a guide for what IEC members should be expecting to see in the printed information. The IEC committee will then discuss and reach a consensus regarding how well the organization is addressing the questions on the IEC Checklist. For those programs that need follow-up an appropriate manager will be asked to complete the IEC Feedback Form (Attachment E on page 39 of the IRPE handbook) to respond to the recommendations of the IEC. The IRPE staff will write a summary Program Review document based upon the discussion in the IEC meeting. The Program Review document and the manager's response with the IEC Feedback Form will be filed electronically as evidence for SACS reaffirmation regarding institutional effectiveness.

The first set of programs under review will be the IRPE, Information Technology, and Human Resources. The IRPE office will provide the committee with information for these programs one week prior to the next scheduled meeting, April 7, 2008. The committee will discuss the review at that meeting.

- b. 2008 Annual Reports** - Dr. Dew asked the committee for their input on the handouts on guidelines/format for writing Annual Reports. Suggestions were made to swap #5 and #6 on the Academic Annual Report and adding a "plans for coming year" on both Academic and Administrative forms. Dr. Dew suggested taking the forms to the Academic Steering Committee meeting and presenting it to the Deans.
- c. Alabama Quality Award (AQA) Application** - Dr. Dew distributed a copy of the complete first draft of the AQA application. He asked the committee to read and give feedback during the next scheduled meeting.

V. Other

Dr. Edith Smith reported on several SACS issues that the Institutional Effectiveness Sub-committee were having with section 3.3.1. , and asked the IEC committee for help. Dr. Smith stated that some issues will be identifying expected outcomes. Dr. Smith pointed out that this gets difficult because they want to know the extent to which we achieve those outcomes as opposed to a yes or no. They want to know numbers. Some people are putting numbers but are not putting what it means, some are putting yes or no, and some are putting a lot of good stuff and it is just not there anymore. Dr. Smith is trying to find good examples for educational programs, administrative support services, educational support services, and community public services. Dr. Smith found situations where the identified plan that is being implementing off the assessment outcomes did not meet out expectations in the 06-07 year, which means that we have some results that will show improvement in the next evaluation cycle. Dr. Smith stated that we will need to backfill and make sure the PERs reflect what she is writing in the document, and once they get their assessment, she can put the number in the document and it also gets loaded onto the PER so there is a documentation of this loop being closed. Dr. Edith Smith asked for help in developing a table of units with various assessment tools, and recommended that SPIE information be posted on the SACS review website.

VI. Adjournment

The next scheduled meeting is April 7, 2008, at 2:00 p.m. in the Executive Conference Room of the Adams Administration Building. The meeting was adjourned at approximately 3:25 p.m.