

MINUTES
INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
ADAMS ADMINISTRATION BUILDING
Monday, September 10, 2007, 2:00 p.m.

Members Present: Dr. John Dew, Dr. Tom Dunn, Dr. Mary Ann Hooten, Dr. Bai Kang, Dr. Angela Roling, Dr. Candice Shaughnessy, Dan Tennimon, Dr. Larry Blocher, Kimberly Jones, Dr. Lance Tatum, and Sonya Shirley

Members Absent: Lisa Vardaman, Richard Voss (with notice), Gordon Moseley, and Jack Miller, Dr. Bill Grantham (with notice), Donna Sanders (with notice), and Jim Bookout

Handouts: IEC Meeting Agenda and IEC Assignments for Review of PER Summer 2007

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 August 6, 2007 meeting; Lance Tatum seconded the motion; and the minutes were approved.

- 2.) In Review of proposals and items of information received since August 6, 2007, one item of information regarding changes in the Recreation Minor had been forwarded to the Institutional Effectiveness Committee (IEC) from Dr. Candice Howard-Shaughnessy. There was a brief explanation regarding the changes which will allow students in Sport and Fitness Management Majors to minor in Recreation without any overlapping courses while at the same time allowing students in other majors to minor in Recreation.

Dr. Lance Tatum described how more specification had been added to the courses that are required for the core of the minor to provide some flexibility for students. In the past, the minor in recreation was not available to Sports and Fitness Management (SFM) Majors, but that degree has been revamped. With the proposed changes, SFM majors may choose a minor, and they may choose the Recreation Minor. The problem was an overlap in the courses of the new major and the old minor.

- 3) As outlined on the Agenda, reports were requested from the IEC members regarding their review of their assigned Program Effectiveness Reports (PER). Dr. Roling followed the list in the *IEC Assignments for Review of PER Summer 2007* handout, and she asked those IEC members present to report on PER criteria not met.

a) College of Arts and Sciences

- i) Dr. Candy H. Shaughnessy reported that the majority of the programs that she reviewed are in progress because the majority of her programs are with Dr. Cohen. Dr. Cohen was not sure how to put the PER information into the

system so he and Dr. Shaughnessy have been conversing back and forth so he can learn. Dr. Cohen promised that the PER would be completed as soon as possible. The programs that are still in progress are:

- (a) The Biology Program,
 - (b) The Environmental Science Program GRADUATE,
 - (c) The Marine Biology Program,
 - (d) The Biology Major,
 - (e) The MS in Environmental & Biological Sciences, and
 - (f) The Pre-Professional Biology Major (Dr. Cohen needed information from Dothan Campus)
- (2) Dr. Chris King was responsible for the Chemistry Program and Major, and Dr. Roling explained that the Chemistry Program and Chemistry Major were combined, because Dr. King is using the same outcomes to measure both programs. The two programs are now listed as one, the Chemistry Program/Major. Dr. Shaughnessy reported that the Chemistry Program/Major was completed and the review sheet was given to Dr. Roling.
- (3) Sonya Shirley was assigned Criminal Justice Major, Social Science Major, Sociology Major, MS in Criminal Justice GRADUATE, and English Major. All of these programs were completed and emailed to Donna so she could forward the reviews to Dr. Roling. Dr. Roling noted that since the last IEC meeting, English Major and English Language Arts have been combined. English Language Arts is the Education part of English Major. So if you are an English Education Major, you will meet the English Major outcomes and in addition to English Language Arts outcomes.
- (4) Dr. Tom Dunn stated that he is working with Dr. Bill Grantham on the PER reviews, and the system went down before they could meet. Therefore, he had no report for English Language Arts, History Major, AS in Computer Science, BS in Computer Science, BS in Comprehensive Science, Geomatics Major, and Mathematics Major.
- (5) Dr. Jack Miller who was assigned to review the remaining Program Effectiveness Reports (PER) for the College of Arts and Sciences (MS in CS, Political Science Major, MSIR, MPA, ASGE, General Studies Core, and BS in Applied Computer Science) was not present; therefore, there was no report for these programs.

b) College of Communication and Fine Arts

- i) Dr. Richard Voss was absent with notice, so there were no PER reports for Broadcast Journalism Major, Journalism Major, Music Program, and Art Studio (PFA).
- ii) Dr. Mary Ann Hooten reported that the PER reviews for the Art major; Art Education Major; and Design, Technology and Innovation Major were excellent. These PER were done by Jerry Johnson and Larry Percy. The results they have so far have been entered into the Planning and Effectiveness Dashboard (PED) system. They are still gathering data, so work is still in

progress. The Foreign Language Major was blank and not even set up in the PED system. Dr. Pete Howard is the Institutional Effectiveness (IE) Coordinator for the Foreign Language Major.

c) College of Education

- i)** Dr. Bill Grantham was absent with notice because he was teaching class; therefore, there was no report for Early Childhood Education (P-3), Elementary Education (K-6), Collaborative Teacher (K-6), BS in Education-Secondary Education (6-12), BS in Education –Interdisciplinary Education (P-12), Psychology Major, and Psychology Comprehensive Major.
- ii)** Dan Tennimon reported that 2 of 7 of the PER that he was assigned to review were completed. Early Childhood and Elementary Education were completed. Programs that had not met the criteria included:
 - (1)** Early Childhood Education (P-3) Traditional, Alternative Graduate
 - (2)** Collaborative Teacher (K-6) Traditional Graduate
 - (3)** MS in Education – Traditional 5th Year, Secondary Education (6-12) Graduate
 - (4)** MS in Education – Alternative 5th Year, Secondary Education (6-12) Graduate
 - (5)** Interdisciplinary Education Grades P-12 Gifted Graduate
- iii)** Dr. Bai Kang reported that the MS in Education-Traditional and Alternative, Interdisciplinary Education (P-12) Graduate programs had no assessment results listed in the PER. The programs that were completed or nearly completed included:
 - (1)** Interdisciplinary Education Grades P-12 Reading Specialist Graduate
 - (2)** Educational Administration & Leadership Graduate
 - (3)** School Psychometry Graduate
 - (4)** MS in Adult Education Graduate
 - (5)** School Counseling Graduate had all assessments completed but lacked one Plan for Improvement.
- iv)** Ms. Donna Sanders was absent with notice, so there were no review reports for MS in Post-Secondary Education, Clinical Mental Health Graduate, Community Counseling Graduate, Corrections Counseling Graduate, Rehabilitation Counseling Graduate, and Social Services Counseling Graduate.
- v)** Kim Jones reported the following information regarding the PER review for her assigned programs:
 - (1)** The Substance Abuse Counseling Graduate program was missing the assessment data and the IE Coordinator was listed as Eddie Clark.
 - (2)** Early Childhood Education EdS Graduate had been deleted because it is not a viable program anymore.
 - (3)** The Elementary Education EdS Graduate program which had Dr. Isabel Warren listed as the IE Coordinator needed assessment data.
 - (4)** The Educational Administration & Leadership EdS GRADUATE program was completed and done well.

- (5) The School Counseling EdS Graduate program which listed Kenyon Knapp as the IE Coordinator was completed and good.
- (6) The School Psychology EdS Graduate program which listed Kirk Davis as IE Coordinator was missing assessment data.
- (7) The Community Counseling EdS program had everything entered, and the PER was good.

d) College of Health and Human Services

- i) Ms. Lisa Vardaman was absent; therefore, there was no PER review report presented for the Athletic Training Program Major, the Human Services Major, the Rehabilitation Major, the Social Work Major, the Health and Physical Education Comprehensive Program, the Sport & Fitness Management Program. Dr. Candice Howard-Shaughnessy pointed out that the Sport and Fitness Management Program had only minors now and no concentrations. She also asked if we needed to include the Associate of Science in Physical Fitness program at Ft. Benning in the PED system. There was discussion about this.
- ii) Dr. Jim Bookout had reviewed the Physical Education Major, the MS in Sport and Fitness Management Graduate program, the BS in Nursing Program, the AS in Nursing Program, and the MS in Nursing program for the meeting in August and had found the PER were perfect.

e) Sorrell College of Business

- i) Dr. Lance Tatum replaced Dr. Don Jeffrey, and Dr. Tatum did not have the PER review information but was asked to check with Dr. Don Jeffrey about the reviews for the Accounting Major, the Finance Major, the Risk Management & Insurance Major, the Information Systems Major, the General Business Major, the AS in Business, and the BS in Management major. There had been notification of changes in the membership of the Institutional Effectiveness Committee, so there was uncertainty regarding whether the list of IEC members for 2007-2008 was in the system yet. Dr. Tatum got a letter from Dr. Roach three days before appointing him to replace Dr. Jeffrey.
- ii) Because the PED system went down over the weekend, Dr. Larry Blocher had no review report for the Marketing Major, the Master of Business Administration Graduate program, the Executive Master of Business Administration Graduate program, the MS in Management Graduate program, the MS in Human Resource Management Graduate program, and the BAS in Science Technology & Resources Management.

f) Non-Academic Programs

- i) Dr. John Dew and Dr. Angie Roling reviewed the non-academic programs. Dr. Dew reported that the non-academic programs were looking fairly good, but Program Effectiveness Reports (PER) information for University College was missing.

There was some discussion about follow-up for these PER reviews, and it was determined that the gaps in the PER would be provided to the Deans of the Colleges for follow-up. Once the reports are completed, the gap information will be sent to the Deans. The Deans will be asked to see that the PER are completed so the PED system for 2006-2007 may be closed at the end of September.

The next scheduled meeting was announced for October 8, 2007, at 2:00 pm in the Executive Conference Room of the Adams Administration Building, and the meeting was adjourned at approximately 2:50 p.m.