

**Minutes**  
**Institutional Effectiveness Committee**  
**Hawkins Hall Conference Room**  
**January 23, 2017 2:00 p.m.**

Members Present: John Dew, Wendy Broyles, Jane Martin, Steven Taylor, Darlene Schmurr-Stewart, Kirk Davis, Janet Gaston, Pamela Allen, Ed Pappanastos, Dan Tennimon, Conni Moseley, Deb Fortune, Emily Brewer, Kimberly Jones, Isabelle Warren, Somer Givens, Henry Findley, Christina Martin, Jackie Chavez & Barbara Metzger

Member Absent with notice: Carmen Lewis, Avalon Dudinsky, Lisa Vardaman, Jeffery Forehand, Mary Anne Templeton, Andy Williamson

Members absent without notice: Christina Amonson & Allison Reynolds

Others Present: Carrie Manning

1. The meeting was called to order: Dr. Dew called the meeting to order and greeted everyone to the meeting, and asked that everyone introduce themselves.
2. Somer Givens – Institutional Surveys (handout)
  - a. Active: Somer Givens listed the active surveys sent out to students on the Troy campus or the support campuses. Somer also stated that she had asked the faculty to put reminder messages on the Blackboard banners for their classes. The active surveys are the following: Fall 2016 New Student Survey, Graduate School Intent Survey, International Teaching Locations Survey, and on February 7 the NSSE Survey will be sent out. We have not run the NSSE since 2012, so this will be a good benchmark for our university.
  - b. Survey Project: Campus Library Survey, Military Student Survey, Chancellor Fellow Survey, & Campus Climate.
  - c. Completed Reporting: Somer stated the Advising Survey had some more question that rose up from the survey. The TIAdi committee has received this data, at this time they have not come back to Somer with their data.
3. Wendy Broyles – ePolicy Review – Handout
  - a. Wendy stated the IRPE office had assigned each division a meeting date for the cabinet to review the division's update for approval of the Cabinet of the updated ePolicy. This meeting will be for the Cabinet to review and approve the division ePolicy. There are two policies in 200 that IEC are responsible for; Wendy stated she had written corrections 205 and 206 where corrections were needed. Emily Maddox has written an AOP (Academic Operating Procedure) to deal with the policy for Substantive Change Policy. The AOP will need to have a vote by the IEC as a committee before submitting to the Academic Steering Council for a vote to become an AOP. The AOP on Substantive Change Policy will cover an SACSCOC policy to make sure Troy is covered for the expectation of their policy. We will vote on the AOP at the March meeting.

4. Dan Tennimon – QEP update
  - a. Dan had handouts and an update on the QEP. He said we are developing a QEP from the ground-up. Dan is collecting proposed QEP topics from the faculty, students and staff. In the summer, a committee will be formed to narrow the proposed topics down to a few and those will be presented to the Academic Steering Committee who will provide the Chancellor with 2-3 to choose from. The QEP is a SACS Core and Comprehensive requirement but that may change this year. He went through his handouts and told the committee to send him any topic ideas and to go to <http://troy.edu/qep> for more information.
  
5. Isabelle Warren – CAEP
  - a. Isabelle Warren stated the College of Education visit was November 6<sup>th</sup> through 8<sup>th</sup> and Troy University was the first Alabama site to be visited. Dr. Warren read some of the report, there were seven needs for improvement, but those have been removed. The College of Education has answered to all of those needs, and they are waiting for CAEP to respond.
  
6. Wendy Broyles – SACSCOC new standards
  - a. Wendy stated that she had been visiting the SACSCOC website every day in the last week to see the new standards; SACSCOC still had not posted the new standards yet. Wendy let the IEC group know that she would update the group when she knew more.
  - b. Executive Summary updates: Wendy stated the loop is being closed, she had all of the College of Health and Human Service, and it is complete. College of Arts & Science is 69% complete; College of Communication and Fine Arts, Sorrell College of Business, & College of Education are working to complete their Executive Summaries.
  - c. Non-Academic Teams: Student Service and Community Public Service all met last spring for the first time. This spring the Administrative Service will be meeting. Wendy stated that she was assessing which of these groups will need HOMER reports.
  
7. Dr. John Dew
  - a. There will be a State of Virginia Audit at the Hampton Roads site; they wanted to look at the records of every student and all the Faculty records and their qualifications. This was an eye-opening experience for Troy University. We will be giving them everything we can to make sure they have what they need. We do not want any fault to be found with Troy when we are heading into a SACS review. The next meeting we have coming up is the CRRC (Consortia Relationship Review Committee), this will be held on March 21. The CRRC looks at our assessment and oversight for our overseas sites. There is a Substantive Change for the Site in Hanoi – VNU-UEB, but the Substantive Change has not been submitted yet. The change would have to be submitted to SACS 6 months before they could consider starting a program at another site. SACS has made this know that they have a waiting period of at least 6 months on all Substantive

Changes. Dr. Dew also mentioned that Cheryl Cardell, the SACS VP we have been working with will be retiring.

Meeting adjourned