

MINUTES
Institutional Effectiveness Committee (IEC)
Executive Conference Room
Adams Administration Building, Troy Campus
Monday, February 7, 2011, 2:00 p.m.

Members Present: Sohail Agboatwala, Kang Bai, Bill Belcher, Brenda Campbell, John Dew, Kim Brinkley-Jones, Tish Matuszek (vtel), Jack Miller (phone), Tracy Newvine, Edith Smith, Dan Tennimon, and Lisa Vardaman (for Brian Webb)

Members Absent: Holly Adams (absent due to telephone technical difficulties), Larry Blocher (absent with notice), Deb Gearhart (absent with notice), Bill Grantham, Mary Ann Hooten (absent with notice), Candice Howard-Shaughnessy (absent with notice), Roy Hudson (absent with notice), Christina Martin (absent with notice), Judy McCarley (absent with notice), and Lance Tatum

Others present: Emily Brewer, Wendy Broyles, Somer Givens, and Lesa Shepherd

Handouts: IEC Meeting Agenda, Review of HOMER Reports, A Timeline of Coming Events, Outcome Assessments at Troy University, and Changes & Alterations for IEC Review

Meeting Report:

1. **Call to order and approval of minutes** – The meeting, held in the Executive Conference Room in Adams Administration Building, was called to order at 2:00 p.m. The minutes from the November 8, 2010, meeting were approved.

2. **Update on SACS issues** – Our 2010 Monitoring Report passed. The DNP review from September received one recommendation dealing with faculty. We were recommended to reduce the doctoral level teaching load, hire more faculty, have our faculty conduct more research, and hire a new director for the program. Our response to this DNP recommendation was due today and arrived last Friday. The DNP response may or may not pass depending on where SACS determines the finish line is on responding to our recommendation. We expect feedback on that report in June. It is possible we will be required to enter a 12 month monitoring report period; this one recommendation is just as important as the ten previous items in our 2010 Monitoring Report. We can anticipate that TROY's number of faculty will be a major issue when SACS reviews the institution again in 2014.

3. **Explore use of Blackboard or other technology for enhancing data collection and for collecting all syllabi and course level SLOs** – Data collection and assessment will continue to become a more complicated requirement for SACS. We understand how to tackle 3.3.1 for program level assessment, but with the DNP visiting team, we saw reviewers looking for assessment through 3.7.1, faculty credentials. Those reviewers wanted to see SLOs per course connected to faculty qualifications. We may need to develop a matrix of course syllabi connecting qualifications of faculty. Course SLOs should connect to program SLOs. Because Blackboard is used so widely by TROY faculty, it may be a viable option for collecting course syllabi and faculty credentials. Digital measures should show credentials cleanly when it is up and running. We currently certify faculty by course, though those records are not electronically searchable. Dr. Dew suggests we take the concept of using Blackboard for data collection

to Academic Steering Committee to discuss with the deans as an emerging issue for IEC. Some groups may already be collecting data to connect SLOs to faculty credentials, but others may welcome options. Specialized accreditation often drives this type data collection. We may need to look at what those programs are doing already. We will allow the final decision to fall with Academic Steering; IEC will help implement the system.

4. HOMER Plans – Dr. Dew led several specific discussions regarding our future plans for HOMER.

- a. **2 Year Cycle – 2011, 2013** – Dr. Dew shared that he attended a session at the annual SACS conference by Old Miss on assessment. SACS requires periodic review of assessment data, not annual review as we have attempted to do. Old Miss conducts assessment on a two year cycle, which allows time to reflect on the data collected. Dr. Dew proposed that HOMER collect annual Chancellor’s briefings and show three two-year cycles when we are reviewed again in 2014. This proposal would allow a holistic view as well as some breathing room. IEC has conducted review on a three year cycle in the past, reviewing one third of all annual assessment data. This proposal includes a solid wave of updated assessment data in 2011 and 2013. IEC would conduct a close review of areas of concern in 2012. Dr. Smith expressed concern that a common thread is needed at the university level for reporting; SACS only asks for program level assessment except in the area of research. Community service assessment was provided a set of data on which to report at the program level. Some institutions report only what research centers do, but we took the high road to report everything. We may need to explore how other institutions answer the research question. Dr. Smith said she is concerned data will not be collected in the off year on a two year cycle. Dr. Dew suggested we take this issue to the deans at Academic Steering Committee.
- b. **Reports in Word** – Dr. Dew opened discussion of the format of HOMER. We have used PowerPoint successfully, but Word may allow more reporting flexibility. With Word, reports can be more detailed with charts and graphs. We would keep a consistent outline for reporting, but the issue of format is open for discussion.
- c. **November 1, 2011 due date** – Our next HOMER deadline, system-wide, is November 1, 2011. This report should include data collected from fall 2009 to summer 2011. Administrative areas may need to exercise some variation in the date range, depending upon contractual dates, etc.

5. Dr. Bai’s work to improve specific programs – Not every academic program has good data posted in HOMER. In our last meeting, IEC adopted Bloom’s Taxonomy as the default framework for assessment. Dr. Bai provided a handout on the programs of the College of Arts and Sciences, showing their inclusion of SLOs and adequate measures. Many of these academic programs lack SLOs or statements about what students are expected to do upon completion of the program; they include very broad, general statements, and the measures are few and indirect. These programs need more direct measures and should use multiple measures. Use of a curriculum map would be beneficial. Dr. Bai also suggested future review of HOMER files will be more objective if two people review the programs separately and then discuss their findings. Dr. Smith suggested a formula is necessary when programs are using multiple measures; the number of thesis track master level students is far below the number of students taking comprehensive exams, and balancing the number of students who meet expectations is difficult. Dr. Dew added that many indirect measures came from program level measures. Dr. Bai will now begin meeting with department chairs and program directors to coach them improving SLOs and using direct measures throughout this year, which should have a positive impact on 2011 HOMER

inputs as well as those we see in 2013. Dr. Bai will update the group on his progress in the months to come. This will be important follow up work on what Dr. Roling started years ago.

6. Plan for reviewing the 2011 HOMER entries in 2012 – IEC will plan to review half of the 2011 HOMER entries beginning in January 2012. We will review the other half beginning in January 2013. The first round will include expected problem areas; we will save programs with specialized accreditation for the second year of review. Administrative areas will work the same way as before and will not have so strict an end date as academic programs.

7. Report from AQA Workshop on January 26 – Dr. Dew asked for reflections from those of the group who were able to attend the AQA criteria workshop on campus a couple of weeks ago. The criteria booklet is good to have, as it spells out exactly how our application is graded. Because HR is such an important for AQA, a suggestion was made to include an HR rep on IEC.

8. Plans for reviewing and discussing AQA feedback – Following this meeting, the AQA feedback from the review team will be sent to the committee via email. Dr. Dew suggested this feedback be the major item of discussion in our March meeting. Dr. Dew has made recommendations to the Chancellor about which areas should be our focus as an institution to improve upon. *The Chronicle of Higher Education's* "Great Places to Work" survey helped our silver application with a representative sample of TROY's employees; that data was broken two ways, and TROY is consistently mediocre but above average among research institutions and below average among other regional institutions. Though we have a lack of flexibility in the budget, Dr. Dew is confident that TROY can improve in some critical areas. We are currently replicating the *Chronicle* survey system-wide.

Dr. Dew referred to the other meeting handouts. The assessment handout should look very familiar, as it was compiled from past IE Handbooks for a meeting Dr. Dew will attend Tuesday with representatives from a specialized accreditation body. The timeline handout was first distributed at this year's SVC retreat. It shows quarterly reports for strategic planning, the timeframe for our AQA gold application, upcoming HOMER update deadlines, formation of a SACS writing team for our five-year review (which should be only an off-site review though we expect answering SACS to continue to become more difficult), and the beginning of a new strategic plan in 2015. None of these upcoming events is very far away, and the worst thing we can do is be relieved our latest SACS review is over. Academic Steering Committee is working to develop an AOP on teach-out programs, and then we will tackle developing a complaint system.

9. Status on approvals – Dr. Dew passed around a handout indicating changes that have come to him for review. All of these have been minor changes and alterations with no implications for institutional effectiveness. Dr. Dew asked members to remind colleagues to follow the proper approval process.

The meeting was adjourned at approximately 3:30 p.m. The next meeting is set for March 14, 2011.