

Minutes
Institutional Effectiveness Committee
Hawkins Hall Conference Room
March 13, 2017 2:00 p.m.

Members Present: Dr. John Dew, Wendy Broyles, Jackie Chaves, Mary Anne Templeton, Barbara Metzger, Wade Forehand, Lisa Vardaman, Jane Martin, Conni Moseley, Deb Fortune, Kim Brinkley-Jones, Emily Maddox, Somer Givens, Steven Taylor, Pamela S. Allen, Janet Gaston, Ed Pappanastos, Isabelle Warren, Darlene Schmurr-Stewart, & Allison Reynolds.

Members absent: Avalon Dudinsky, Andy Williamson, Dr. Kirk Davis, Dr. Christi Amonson, Dr. Christina Martin, Dr. Hank Finley, Dr. Carmen Lewis, Mr. Dan Tennimon

Others Present: Carrie Taylor Manning

1. The meeting was called to order: Dr. John Dew announced Wendy Broyles new expanded role to involve compliance along with her current role in assessment. Dr. John Dew also announced Carrie Taylor Manning filled Coordinator of Compliance Records position.

Dr. John Dew announces to the group a new Executive Director had been hired for ACHE, Ed Purcell. Dr. Dew also brought up the extension requests being brought before ACHE by other institutions, Dr. Dew stated that ACHE had just turned three extensions down to an institution near TROY, he and Dr. Earl Ingram had discussed this issue. Dr. Ingram stated that TROY would not be asking for any extension, and will work on our numbers before this becomes a problem. Dr. Mary Anne Templeton stated the reasoning for the stop of granting an extension, the members do not want the institution to become lazy but be reasonable about their enrollments.

2. Somer Givens – Institutional Surveys
 - a. Active: NSSE Survey, will be sending out an email to the faculty asking them to remind students to participate in the survey. New Student Survey has closed with 21% participation rate. Montgomery Campus has opened a previously used survey from 2015; this will be a paper and online survey. A Military Survey that will be sent to all military Troy for Troops. Campus Climate Title IX survey, the survey is a government regulation survey. Chancellor Fellow project on textbooks, and Needs assessment project with the College of Education are the other survey projects at present.
 - b. Somer Givens brought another topic to the group, Qualtrics survey software license for the University. The Faculty Senate drafted a resolution to Dr. Ingram; Dr. Ingram agreed and said the Faculty should have Qualtrics survey software as a resource. Somer Givens added there would need to be a management structure implemented, Somer is aware of the University of Alabama management of their Qualtrics account and would like to meet with those who run it for advice. There will have to be some way to regulate what is being sent out as surveys. Somer added, she and Wendy discussed and looked at a system that Florida State used, they have a survey

committee in place. Dr. Mary Anne Templeton asked to see the process for the surveys. Somer Givens stated there would be settings where the user would allow privacy or not in the survey. There would also be the capability to allow students to use the software as well.

*Action Item – Dr. John Dew asked Wendy and Somer meet with the Assessment Coordinators also pull in Dr. Mary Anne Templeton and Dr. Lee Vardaman. See if we will need a Survey Committee or would the Assessment Coordinators be able to manage the Survey Software for the University.

3. Wendy Broyles

a. e-Policy

Wendy Broyles brought forward a motion to the IEC for the revision with proposed correction of ePolicy 205 and 206. 1st motion Wendy Broyles, 2nd motion Dr. Steven Taylor, the IEC approved with no disapproved. Wendy Broyles brought the AOP on Substantive Change Policy, 1st motion Wendy Broyles, 2nd motion Janet Gaston, the IEC approved with no disapproved.

b. QEP – SACSCOC

QEP should be carefully aligned with the Institution, and its Strategic Plan. Dan will bring ideas to Academic Steering Committee, then Dr. Ingram will take the top three to Chancellor Hawkins. Wendy stated Dan hopes to have the new QEP by late summer.

c. SACSCOC New Principles, Wendy let the committee know the second draft had been published, the SACS core team has not met to discuss these comments in this draft.

d. Assessment Coordinator Executive Summaries: College of Human and Health Services is complete, College of Arts and Sciences has a few gaps, College of Education coming along, College of Communication and Fine Art coming along, College of Business coming along.

e. Non-Academic Team – Dr. John Dew announcement that a new standard would be to asked the division and departments gather their Chancellor’s Briefings to submit their organization information for the past two years. There is a wealth of information in these briefings that can be used in the non-academic piece of the 10-year review.

4. Dr. John Dew asked the group to pay farewell to Ms. Darlene Schmurr-Stewart, Dean of International Student Affairs, who would not be joining us in the Fall, Darlene will be retiring in May. Dr. Dew asked if she had anything to say to the group, Darlene stated that the IEC was the best committee she had ever served on for information about what was going on throughout the campus academically. Darlene thanked everyone.

Meeting adjourn

Next meeting to be held in the Fall of 2017