MINUTES
Institutional Effectiveness Committee (IEC)
Executive Conference Room
Adams Administration Building, Troy Campus
Monday, November 14, 2011, 2:00 p.m.

Members Present: Sohail Agboatwala, Kang Bai, Larry Blocher, John Dew, Janet Gaston, Deb Gearhart, Candice Howard-Shaughnessy, Christina Martin, Judy McCarley, Jack Miller (phone), Dan Tennimon, and Isabelle Warren

Members Absent: Holly Adams (with notice), Bill Belcher (with notice), Bill Grantham, Mary Ann Hooten, Roy Hudson, Kim Brinkley-Jones (with notice), Lance Tatum, and Brian Webb

Others present: Emily Brewer, Wendy Broyles, Charlotte Minnick, Lesa Shepherd (phone), and Lee Vardaman

Handouts: IEC Meeting Agenda, Changes and Alterations for IEC Review, proposed groups for Spring 2012 HOMER Review, HOMER Guidelines for Academic Programs, HOMER Guidelines for Non-Academic Programs (Administrative & Educational Services and Community Services & Outreach), and ADLI Rubric for Evaluating Institutional Effectiveness Practices

Meeting Report:

1. **Call to order and approval of minutes –** The meeting was called to order at 2:00 p.m. The meeting minutes from October 17, 2011, were approved.

2. **Update of Assessment Technology** – Dr. Lee Vardaman provided an update from the assessment technology taskforce. The group will be hosting demonstrations all week, and IEC members are welcome to attend. The taskforce evaluated five of the proposals submitted and are hosting three demos. The group will gather after lunch on Friday to discuss the demos and then plan to submit a recommendation to University leadership after Thanksgiving. Dr. Vardaman did confirm that these software systems generate reports rather than run assessment data.

3. **Status on approvals** – Dr. Dew referenced a handout showing what changes have come through for IEC approval since the committee's last meeting. Dr. Dew provided a brief overview on revisions and retooling of programs. Many of the recent changes are coming as modifications for academic catalogs. Dr. Dew encouraged use of routing slips for appropriate review process. The Institutional Effectiveness Handbook will be revised in 2012 based on modifications to SACSCOC guidelines, and will include the revised IE e-policies currently pending Chancellor's cabinet review.

4. **Update on HOMER activities** – Dr. Kang Bai provided an update on HOMER report submissions. More than sixty percent of the non-academic reports were submitted by the November 1 due date. Some academic units worked on SLOs over the summer. All reports have been submitted for the College of Health & Human Services; the College of Communication & Fine Arts has submitted 64%; the College of Arts & Sciences has submitted 57%; Sorrell College of Business has submitted four graduate program reports but nothing yet of their undergraduate programs; and the College of Education has submitted 7% (Dr. Warren has very recently become the assessment coordinator for the college). By June we plan to post all final reports to the HOMER website, but we will be reviewing and reworking the reports in the meantime to set a high standard for the other cycles of data we will include in our 2014 five-year review.

5. **Plan for Academic Program Reviews in Spring 2012** – Dr. Dew reminded the group of their recent agreement to conduct a 100% review of HOMER reports during Spring of 2012. We have a great opportunity to get these reports right, to set a high standard for input in 2011-2013. Dr. Dew discussed handouts with the group.

   a) **ADLI Rubric (handout)** – This rubric is for reviewing expected outcomes and includes four levels of systematic maturity. SACSCOC wants to see a complete cycle of improvement, but we struggle with SACSCOC over quality assurance and quality improvement. This rubric allows us to review both areas, and it is unforgiving when long-established programs have nothing to show. We may color code reports to show a need for concentrated effort toward improvement.

   b) **Proposed HOMER review teams (handout)** –The handout shows graduate and undergraduate teams for each college, and those associate deans have volunteered to serve those groups. The assessment person and dean for each college are also listed. Dr. Bai will focus all academic groups for consistency. Groups will begin meeting in January. By the end of March, complete review of every HOMER entry will be done and major reworks begun. **Guidelines** (handouts) will be emailed to each committee member for HOMER review; these guidelines are concerned with quality of SLOs, data for all locations and online, and full time faculty evaluation (formality is expected in faculty review, including meeting date and attendees). We do not expect a site review in 2014, but online reports must be thorough if we wish to avoid a monitoring report. Our fallback position for SLOs is Bloom's taxonomy. Administrative areas may have more routine performance data. Student satisfaction data is expected on all points. Assessment for state and specialized accreditation is acceptable. We will keep student-level data in reserve for our five year report.

6. **Other Business** – The Consortia Relationship Review Committee identified problems overseas, including the need for an additional review in Malaysia; these problems affect the College of Arts & Science and Sorrell College of Business. That committee is scheduled to meet again in January 2012.

The meeting was adjourned at approximately 3:15 p.m. The next scheduled meeting is March 5, 2012.