

**MINUTES**  
**INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING**  
**EXECUTIVE CONFERENCE ROOM**  
**ADAMS ADMINISTRATION BUILDING**  
**October 2, 3:00 p.m.**

**Members Present:** Sonya Shirley, Candice Howard-Shaughnessy, Jack Miller (phone), Mary Ann Hooten, Larry Blocher, Susan Pierce, Courtney Bentley, Cody Nichols for Tom Dunn, Bill Grantham, Richard Voss

**Members Absent:** Don Jeffrey (with notice), Lisa Vardaman, Jim Bookout, Cody Ash, Melanie Bennett, Bai Kang, Dan Tennimon, Kim Brinkley-Jones

**Guests:** Mary Jo Cochran, Lance Tatum, Donna Sanders

**Handouts:** Agenda, OIPES slide presentation, *Troy University 2005-2006 Institutional Planning and Effectiveness (IP&E) Handbook Revised September 2006*, *Program Assessment Handbook* developed by the University of Central Florida (UCF)

**Business Meeting:** The meeting, held in the Executive Conference Room in Adams Administration Building, was called to order at 3:00 p.m.

Dr. Angie Roling welcomed all who were present. Dr. Mary Ann Hooten asked about the status of official appointment letters, and Dr. Roling stated that she would check with the Chancellor's office about appointment letters. Chancellor Hawkins usually sends out official appointment letters to new members of the Institutional Effectiveness Committee.

An overview of the Online Institutional Planning and Effectiveness System (OIPES) with special attention to the effectiveness section of the system was given.

There was discussion about part II of the *Troy University 2005-2006 Institutional Planning and Effectiveness (IP&E) Handbook Revised September 2006* which was provided to each Committee member. Part II describes the responsibilities of the Committee. The responsibilities of the committee include: 1) review of new and revised programs, 2) review of Program Effectiveness Reports (PER) and Planning sections of the OIPES, and 3) evaluation of the OIPES. It was pointed out that in May, June, and July, 2007, the Committee will begin the process of evaluating and making recommendations regarding effectiveness and planning information in the OIPES. The responsibilities will be divided among the members of the committee. Before May 2007, the Committee will review any new or revised programs proposed by the University. Three programs are being discussed and are expected for review soon: 1) A Secondary Education Collaborative Teacher Program, 2) A Social Science concentration in the General Business program, and 3) Homeland Security concentrations in both graduate and undergraduate Criminal Justice programs along with a Homeland Security minor.

It was suggested that Committee members read chapters 4, 5, and 6 of the *Program Assessment Handbook* developed by the University of Central Florida. The Committee members were also asked to use the Online Institutional Planning and Effectiveness System (OIPES), and methods for logging into the System and navigating in the System to find the Program Effectiveness Reports (PER) were demonstrated.

It was suggested that each member go into Health and Human Services, College of Communication and Fine Arts, or Student Services of the Online Institutional Planning and Effectiveness System (OIPES) and review a Program Effectiveness Report for at least one program by applying questions 1-4 of the Checklist on page 26 of the *Troy University 2005-2006 Institutional Planning and Effectiveness (IP&E) Handbook Revised September 2006* to the program. Chapters 4, 5, and 6 of the *Program Assessment Handbook* should prove helpful for this assignment. Each committee member was encouraged to become an expert in evaluating Student Learning Outcomes (SLO) and Expected Outcomes, and committee members were asked to share their critiques of Outcomes with the Committee.

Information about the *Principles of Accreditation, Southern Association of Colleges and Schools (SACS) Commission on Colleges* was shared, and the two major requirements of reaffirmation of accreditation—the Quality Enhancement Plan (QEP) and the Compliance Report—were briefly discussed. Both documents will probably be due in fall 2008, and the SACS-COC campus visiting committee will possibly be reviewing Troy University in spring 2009. Recommendations for beginning the reaffirmation effort have been forwarded to decision makers. The importance of the work of Institutional Effectiveness Committee in this reaffirmation effort was stressed.

There was brief discussion about planning. It was noted that planning deals with what we are going to do in our programs and services in the future while effectiveness deals with measuring the quality (effectiveness) of our existing programs and services now. While the Institutional Effectiveness Committee's main focus is on effectiveness, the Committee will also review planning efforts in 2007.

There was no further business, and the meeting was adjourned at approximately 3:45 pm. The next Institutional Effectiveness Committee meeting is scheduled for Monday, November 6, 2006, at 3:00 pm in the Executive Conference Room of the Adams Administration Building on the Troy campus.