

MINUTES
INSTITUTIONAL EFFECTIVENESS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM
ADAMS ADMINISTRATION BUILDING
Monday, January 11, 2010, 2:00 p.m.

Members Present: Holly Adams, Sohail Agboatwala, Kang Bai, John Dew, Deb Gearhart, Kim Jones, Tish Matuszek (vtel), Judy McCarley, Jack Miller (phone), Tracy Newvine, Edith Smith, Lance Tatum, and Dan Tennimon

Members Absent: Larry Blocher (absent with notice), Meryem Boulale, Brenda Campbell (absent with notice), Bill Grantham (absent with notice), Mary Ann Hooten, Candice Howard-Shaughnessy (absent with notice), and Lisa Vardaman

Others present: Emily Brewer and Wendy Broyles

Handouts: IEC Meeting Agenda, Changes & Alterations for IEC Review, checksheet for revising HOMER (Additional Information Needed for HOMER in Spring 2010), ADLI Rubric for Evaluating Institutional Effectiveness Practices, IE Handbook Draft, and proposed updated routing slips: for New Academic Programs, for Extensions and Alterations of Existing Academic Programs, and for approval of all Global Campus Activities

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 December 14, 2009 meeting were approved.

Last Thursday, Dr. Dew learned that SACS may not replace Dr. Silver until mid-February; in the meantime, Troy University falls under Dr. Benberg. Dr. Dew has drafted a memo to Dr. Benberg to follow up on some issues with SACS, such as outstanding responses about Harrisburg and Jubail, as well as our two SCP documents in progress for very specific requests from the State of Alabama and the Air Force. The three problem areas that could place TROY on warning from SACS are the issue of faculty hiring to ensure enough full-time faculty provide governance for each location, the issue of tightening oversight of consortia relations overseas, and the issue of assessment, particularly of Global Campus overseas locations.

2. Status on Approvals:

Dr. John Dew passed around the handout of Changes & Alterations for IEC Review. The first of the four items on the list was discussed and approved in the December meeting, and the others support that change.

3. Planned Updating of HOMER:

Dr. Dew reviewed the checklist he has used to check each academic HOMER file. Dr. Dew will attach a completed checklist with its corresponding program for the dean of the college. A curriculum map will be added to every HOMER file, as a chart rather than in a narrative. Also, programs must identify a committee that reviews assessment data and the date that committee meets to complete that review. Dr. Dew said that the programs that are taught at lots of locations are already in good shape, such as the MPA program. HOMER revisions will be due in April from the colleges. Every program, every location needs Plans for Further Improvement. HOMER files for

locations need to focus on admissions processes, library resources, etc. We must demonstrate thorough review. Dr. Tatum pointed out that assessment of locations will present a huge challenge. Dr. Dew replied that core class projects can be broken out by location to help overcome that challenge. For online equivalency, we can clean up data we have on Major Field Testing, etc. Overseas data will be our weakness. Overall, the information we have in HOMER will be massive and impressive.

The first 25 adjunct-to-full-time conversions went to the Chancellor on last Friday; Dr. Dew will follow up to push those hirings on through to Human Resources. Because we hope to fill positions as faculty retire, Sohail asked if we have requested the retirement schedule from Mr. Bookout; Dr. Dew will follow up on that issue as well.

After the Chancellor's Briefings, Drs. Dew and Bai will meet with the Administrative and Educational Support groups, hoping to meet with everyone by mid-February. The guidance that went out for Chancellor's Briefings took SACS into account. Dr. Smith noted that any support centers with research elements need HOMER files in the research area also, such as the Rosa Parks Museum; Dr. Bai will provide his list to Dr. Smith.

Dr. Tatum told the group about an effort to focus on credit hour production by location and by program, rather than enrollment numbers. Dr. Dew went on to describe the reports Kim Jones has been working to generate, specifically of Global Campus face-to-face classes. These reports highlight total credit hour production, full-time faculty at each location, the percentage of credit hours taught by adjunct and full-time faculty, and which locations can be identified for conversion down to eCampus support centers. Dr. Dew told the group that nobody has done anything wrong in efforts to grow the University, but have been following plans; some things fell through the cracks, though, and the rules are changing around us. Some great ideas will have to wait while the Chancellor looks at the big picture of what is best for TROY. Kim's enrollment data presented to IRPE this morning is promising.

4. Review of the ADLI Rubric for Evaluating HOMER information for CHHS, CCFA, eCampus, and Student Services:

Dr. Dew reviewed the ADLI rubric for the committee to critique. Levels of maturity range from No Systematic Approach to Mature. It might not be uncommon to see programs advanced or mature in approach and advanced in deployment but Basic or less in learning and integration. By 2014, we hope to be mature across the board. The group discussed some editing changes to modify the rubric. Locations will be included in deployment. This rubric will be used to evaluate what's in HOMER now, for a mid-March review. Revisions to HOMER files will be due in late March. This time next year, IEC will use the tweaked rubric for the new set. Dr. Tatum said we need to be sensitive about the timetable for assessment; we are reviewing the previous year's information. Each spring, we'll start collecting data; each April to September, we'll update HOMER and feed into the Chancellor's Briefings; then, each October, IEC will prepare to evaluate a group of programs and areas. This ADLI rubric will also go into section four of the IE Handbook along with information that it will be used in 2010 for evaluating specific programs.

5. Review of IE Handbook Draft and Proposed Updated Routing Slips:

While some institutions' Institutional Effectiveness Committees oversee strategic planning, we will not; our senior leadership is very engaged in the strategic plan, so IEC has no need to take on that task. Dr. Dew discussed the current draft of the IE Handbook. Upon completion, the Handbook will be broadly distributed, both electronically and as paper copies. We will also send a copy to SACS. We hope this document will become a role model, as many institutions have no such document.

These proposed updated routing slips have more detailed instructions. Some discussion about the placement of the Provost's conceptual approval was discussed, and the decision was made to add a line at the top of each document for the Dean's approval; no one should work to develop new programs without the approval of the Dean and the Provost. Dr. Roach will not easily approve any new SCP documents, and he will not look at a department chair's proposal without the Dean's approval. The routing slip for approval of New Programs will come to IEC for approval; this signifies a major change. In discussion of the routing slip for Extensions and Alterations, a definition of "inactive program" was requested to be added to the Handbook; ACHE does not like internal inactive programs, so some verbiage needs to be added to this routing slip for clarification. Drs. Tatum and Matuszek offered examples of internal inactive programs: a program ready to initiate but without full-time faculty to support it, as well as a cohort program waiting for a population to build; the Deans need to know about such temporary freezes placed on programs before information goes public in HOMER. We need good operational definitions for every term we use. The routing slip for approval of Global Campus Activities will provide clarity on our SACS Compliance Website. While Dr. Roach does not need to be inundated with requests for approval, he does need to specify what he wants to see and approve from Global Campus; Dr. Tatum suggested Dr. Roach may allow a designee to approve conceptual changes. Dr. Smith commented that these forms need to be available on academic pages and the IRPE site; they must be findable and writable. The current routing slip D in the Handbook draft is included in the new routing slip for approval of Global Campus Activities. Cohorts and eCampus Support Centers inside the State of Alabama have not yet been addressed.

6. Other Business:

Dr. Matuszek said she needs data in a timelier manner from Datatel queries; Dr. Dew will follow up in a meeting tomorrow. Dr. McCarley said she has been charged to form a curriculum committee for ASGE; Dr. Tatum said the College of Education curriculum committee includes all faculty, but he believes Arts & Sciences only uses department chairs.

The meeting was adjourned at approximately 3:50 p.m. The next meeting is set for February 8, 2010.