

Institutional Effectiveness Team

Minutes

January 29, 2007

1:30 PM

Academic Affairs Conference Room

INVITEES / ATTENDEES (IE Team):

Shawn Brayton, Annabel Brooks, Pam Chally, Dale Clifford, Jay Coleman, Neal Coulter, Larry Daniel, David Fenner, Faith Hall, Shirley Hallblade, Deb Kaye, Chip Klostermeyer, Tom Serwatka, Shari Shuman, Lance Taylor, Anita Vorreyer, Mark Workman

AGENDA

The purpose of today's meeting was to discuss strategic planning and the compliance audit.

Sharon Harris joined the group to demonstrate an online system that will be used to manage strategic plans and other compliance documentation electronically. This project is a work in progress and continuing meetings with ITS and IR will shape it. Ideally, compliance documents will be edited at their source and all changes will integrate throughout the system. Each unit, a group with a strategic plan, will have to identify a maximum of 2 individuals who should have access to edit / update documentation. Another level of view access can be set up so divisions can review everything before it is made available for others to see. The system will most likely archive the current and one previous version of documents. The goal is to have this system up and running in 3 – 4 weeks so departments can begin showing documentation.

Also included in this system is a section much like the ALC website that, drawing from that site, lists department mission statements, outcomes and assessment tools. Shawn is also working with ITS and others on a system that will store "artifacts" of student work, such as term papers, essay exams, art portfolios, etc. There are many areas to be further investigated relating to this system including storage of other media (video, etc.) and privacy concerns. Shawn plans to have discussions with ITS and General Counsel to address some of these items.

Information related to Making the Case for Compliance follows:

Step 7: Making the Case for Compliance.

For judgments of compliance and partial compliance: Draft a convincing narrative explaining how the evidence to be submitted supports the claim of compliance for each aspect of the criterion. The narrative should include a summary as well as an interpretation of extensive or complex documents and data cited as supporting the claim.

For judgments of partial compliance and non-compliance: Provide the reason for non-compliance. Prepare a draft action plan for all aspects of the criterion for which we are in non-compliance. The action plan must contain a description of plans to comply, a list of documents that will be used to demonstrate future compliance, responsible

parties, and timeline. Be sure to identify areas where evidence may be insufficient to demonstrate compliance and develop strategies to address these gaps.

The plan is to follow UCF's example for showing compliance. Committee members are asked to use the month of February to review their respective items and begin gathering specific evidence that demonstrates compliance. If a particular section or paragraph in a longer document is used, please note that specific section / paragraph. If an item is found to be in partial or non-compliance, please let Shawn know as there is still plenty of time to bring it to full compliance. The Compliance Audit will be complete at the end of June and the first compliance report will be submitted to SACS in 18 months.

The QEP Planning Committee meets every Monday and Wednesday at 10:00 AM. The agenda is the same for both days. About 60% of the committee members are faculty; there are also 3 undergrads and 3 grad students. IE Team members are invited to attend any time.

There was a follow up technical call for the WEAVE Online system. There are still a few additional questions that should be answered shortly. Shawn is also looking at the Blackboard and TracDat systems. These items will be discussed further at the 1/30/07 Council of Deans meeting.

Meeting adjourned at 2:25 PM. Minutes submitted by Michele Czerwinski.