

## **Institutional Effectiveness Team**

### **Minutes**

**March 12, 2007**

**1:30 PM**

**Academic Affairs Conference Room**

### **INVITEES / ATTENDEES (IE Team):**

Shawn Brayton, Annabel Brooks, Pam Chally, Dale Clifford, Neal Coulter, Larry Daniel, David Fenner, Faith Hall, Shirley Hallblade, Deb Kaye, Chip Klostermeyer, John McAllister, Shari Shuman, Bob Smallwood, Lance Taylor, Anita Vorreyer, Mark Workman

Steve Paulson – Invited Guest

### **AGENDA**

Steve Paulson joined updated the group on the QEP Planning Committee's progress. The committee has been meeting since early January and is now in Phase II of the planning process. This is the topic selection phase. An email was sent before today's meeting to all faculty and will be sent to all students and staff. It is a request for pre-proposals for the QEP. From all pre-proposals received, 4 – 6 will be selected for further review. The authors of those 4 – 6 plans will each receive a \$1,000 stipend and will be asked to create a full proposal. Those will then be reviewed again and some or all will be forwarded to university leadership for a final decision. Dr. Paulson provided several handouts, copies of which can be found on the IE Team website. The committee thanked Dr. Paulson and the QEP Planning Committee for their hard work and dedication to this project.

### **Administrative and Educational Services Support**

The group also discussed at length the Administrative and Educational Support item. SACS will allow supporting documentation for this item to be packaged either by unit/department or by function. It is recommended that this be done by unit/department.

The committee also had questions about using strategic plans as a means of providing evidence of compliance. Is everything covered in the strategic plans? For example, many academic departments listed new, specific activities to be accomplished in one year, not ongoing activities. It was noted that there will be language in the narrative that describes in further detail that these activities are not all that departments achieve. It was also noted that SACS is looking for demonstration of improvement, not maintenance of the status quo. There were also concerns that the strategic planning "loop" be fully completed. Units should take new actions based on assessment activities, monitor the impact of those improvement actions, and modify their mission statement, goals, etc. based on that.

There was also discussion as to whether item 3.3.1 calls for learning outcomes or "expected outcomes." All divisions have some impact on student learning but that may not be the primary focus of every one. Item 3.3.1 will be further broken down into academic / educational units and non-academic units. The committee agreed that this item should be more explicit in its requirements.

**Draft Narratives**

Sub-committees are encouraged to begin working on the narrative for their respective items. Drafts and all supporting documentation are due by the end of the summer for all components. The IE Team will be responsible for drafting the narrative for item 2.5.

**Annual Reports**

Annual reports are due as follows:

Academic Affairs – Submitted in August

Student Affairs – Submitted in June

Administration and Finance – Submitted in July

Institutional Advancement – Submitted in July

President's Office – To be determined

**Next Meeting**

Since next week is Spring Break, there will be no IE Team meeting.

Meeting adjourned at 2:30 PM. Minutes submitted by Michele Czerwinski.