

Institutional Effectiveness Committee Meeting
Minutes of the Meeting of February 20, 2018
Procurement Conference Room 126

Call to Order

The Institutional Effectiveness Committee was held in Procurement Conference Room (126) on February 20, 2019. The meeting convened at 3:01 pm, with Dr. Dr. Mathis Mathis and Ms. Adkison Adkison facilitating.

Members in attendance: Ms. Bliss Adkison, Dr. Molly Mathis, Dr. Ryan Zayac, Ms. Melissa Medlin, Dr. Tera Kirkman, Ms. Anita Holcombe, Dr. Jessica Mitchell

Members not in attendance: Dr. Joy Borah, Dr. Mark Foster, Dr. Leah Graham

Agenda

A. Review of Meta Assessment Results

- The averages for each category were reviewed:
 1. Clarity and Specificity of Learning Outcomes and/or Goals: 2.625
 2. Course/learning experiences or actions are mapped to outcomes/goals: 2.375
 3. Relationship between measures and outcomes/goals: 2.65
 4. Types of Measures: 2.28
 5. Benchmarks (Prior results indicated): 1.93
 6. Program modifications and improvement regarding student learning and development (Action Plan): 2.16
- Ms. Adkison stated the importance of institutional benchmarks going forward
- Ms. Adkison asked the committee for any feedback regarding the Meta Assessment
 - Dr. Mathis- suggested that it was difficult to look at everything as a whole, and that it would be helpful to have separate rubrics for the learning outcomes and the departmental goals
 - Ms. Holcombe- asked if the departments had examples of what is expected of them
 - Dr. Zayac- stated there has been little follow through in the past and was concerned that faculty by-in may have been an issue
 - Ms. Adkison agreed with Dr. Zayac and stated that in the future the department's results would be discussed with them and a closing of the loop process would be put in place
 - Dr. Kirkman- suggested that departments may be providing too much information in fear of losing funding requests. She suggested during future meetings they be informed of the need for succinctness in their goals and outcomes
 - Ms. Adkison mentioned it would be beneficial to clarify with the Chairs why we are asking for certain criteria
 - Dr. Mathis- mentioned it would be helpful to the reviewer and the Chair to make all annual report questions mandatory because many questions are left blank.
 - Dr. Mitchell- suggested the homegrown system may be driving the way they are filling out the assessments
 - Ms. Adkison informed the committee that Mitchell has agreed to meet to make changes to the system
 - Dr. Zayac suggested potentially using Qualtrics moving forward

- Dr. Kirkman mentioned the suggestion boxes on the form are not big enough

B. Revision of Meta Assessment Rubric

- The committee was in agreement that it would be helpful to have two separate rubrics for the learning outcomes and the departmental goals
- Dr. Kirkman suggested being able to grade things on a .5 scale
- Ms. Adkison mentioned next year there will be a norming session with the rubric before all of the assessments are graded

C. Review of the Amount of Reports Per Member

- The committee agreed that while it took time, the amount per person was feasible
- Ms. Adkison mentioned potentially increasing the committee from 10 to 15 members

D. Discuss a New Date for Annual Report Submission

- Ms. Adkison informed the committee that the General Education Committee discussed a new date for the annual report submission, but had concerns with moving it all the way up to May, as it is currently due September 30th.
- The committee discussed the current confusion some faculty experience in differentiating between the year they are entering and the year they are reviewing
- Ms. Medlin suggested moving the date from 9/30 to 7/30, as department chairs may have some more free time during the summer as opposed to at the beginning of the fall semester
 - a. The question was in turn raised if the proposed summer date allows enough time to get results and formulate changes before they submit the report
- Ms. Adkison encouraged everyone to ask their constituents before the March meeting

E. General Education Meta-Review Results

- The General Education Committee met and gave back their assessments. The lowest score was in E (Benchmarks). They are meeting again in March to revise the assessment instrument.

F. General Education Artifact Rubric

- Ms. Adkison presented a rubric to guide the grading of artifacts
- Dr. Zayac suggested changing the grading scale of the General Education artifact rubric to match that of the annual report rubric. The following was changed:
 - a. 1 was kept as a "Weak" rating
 - b. 2 was changed from "Competent" to "Developing"
 - c. 3 was changed from "Strong" to "Good"
 - d. 4 was changed from "Superior" to "Exemplary"
- The committee agreed that the departments should be instructed to specifically define each number on the grading scale

- Dr. Mathis suggested crating this in Qualtrics or Excel so the departments are turning in PDF Fillable Forms
- Dr. Mathis also suggested changing the form so that the departments are grading each core competency within each Student Learning Outcome
- A motion was made by Ms. Medlin to adopt rubric with the suggested changes
 - a. Dr. Kirkman seconded
 - b. The committee voted and was unanimously in favor of adopting the rubric

G. IE Workshop for Departments

- IE Workshops for all departments are being planned for May 2019. The time and location are TBD.
- Dr. Zayac mentioned May potentially may not be the best for Academic departments
 - a. Ms. Adkison agreed to take that into consideration and reconsider potential dates

H. IE Strategic Doing Session: March 6th, 2019, 8:00am-12:00pm

- These types of sessions are how institutions prove continuous improvements and the value behind assessments
- This session will allow us to see if this type of event improves Institutional Effectiveness as a University and in return can become an effective tool for other Universities to follow/use
- Ms. Adkison emphasized the importance of this meeting not only for us as a University but for potential assistance it can provide to other Institutions

Adjourn

A motion was made to adjourn the meeting at 4:08pm by Ms. Medlin and was seconded by Dr. Kirkman. Motion carried.

Submitted by,
Candace Arnold