

Institutional Effectiveness Committee Meeting

Minutes of the Meeting April 24, 2018

Procurement Conference Room 126

Call to Order

The Institutional Effectiveness Committee was held in Procurement Conference Room (126) on April 24, 2019. The meeting convened at 3:00 pm, with Dr. Molly Mathis and Ms. Bliss Adkison facilitating.

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

Members not in attendance: Dr. Ryan Zayac, Dr. Mark Foster, Dr. Leah Graham

Agenda

A. IE Reviews

- Department Meetings- Ms. Adkison informed the committee that she had met with 75 of the 77 departments concerning the rubric scores of their annual reports. The rubric, which was approved on February 20, 2019, was given to the unit heads. They were very pleased with it. The departments were informed the Annual Report and the Student Learning Outcomes will be split in next year's rubrics. Ms. Adkison let each department know they will receive 2 email reminders this summer, which will include a clean copy of the new Rubric and the IE Manual. She also reviewed the Substantive Change with SACS in order to remain compliant.
- New Assessment Deadline-
 - Ms. Adkison asked each department for feedback in regards to moving the fall Assessment deadline to a summer deadline. Seventy-two of the 75 departments were in favor of moving the deadline.
 - Dr. Borah discussed the benefits of moving the deadline earlier, including the fact that departments will have ample time to implement change before the fall semester begins.
 - A motion was made to move the Assessment deadline to May 31st and the motion carried.

B. Fall 2019 Instrument Revisions

- The committee will be revising the instruments for the Annual and General Education Reports in order to approve them by fall 2019.

C. General Education Liaisons Stipend

- The VPAA's office approved a stipend for to the departments which hold general education courses. This stipend can be used for assessment development or the General Education Liaisons. The General Education Assessment Committee voted and approved the following amount to each department for the 2019-2020 academic year: \$500 for each department and then \$100 additional for each general education course they have housed in their department. The IE Committee approved the stipend for the departments as suggested by the General Education Assessment Committee.

D. Strategic Doing 30/30 Team Updates

- Dr. Jessica Mitchell's team is creating a curriculum map which will establish a framework for communicating general education objectives to faculty and students. This map will also assist in educating students on the applicable skills gained in general education courses and how these skills support workforce readiness.
- Dr. Molly Mathis, Ms. Anita Holcombe, and Ms. Melissa Medlin are developing training for Annual Report completers. These trainings will review basic statistical concepts and also survey design using Qualtrics. Dr. John LeMay will be the presenter in these training sessions. The team also intends on these trainings to function as a work group, where attendees can bring in items they would like to analyze and review with Dr. LeMay.
- Dr. Tera Kirkman's team is working on an Annual Conference focusing on Best Practices and Student Achievement. The first conference is scheduled for September 26, 2019 and will be held from 12pm-4pm. The theme for this conference will be Writing Successful Objectives. They would like for this to include breakouts which would include topics such as Rubric Creation, Measuring Objectives, and Assessment of Objectives.

E. Summer Meeting

- The Committee agreed to meet once this summer with the date to be decided via E-Business.

Adjourn

A motion was made to adjourn the meeting at 3:30pm. Motion carried.

Submitted by,
Candace Arnold