

Institutional Effectiveness Committee Meeting
Minutes of the Meeting of September 19, 2018
Procurement Conference Room 126

Call to Order

The Institutional Effectiveness Committee was held in Procurement Conference Room (126) on September 19, 2018. The meeting convened at 1:01 pm, with Dr. Molly Mathis and Bliss Adkison facilitating.

Members in attendance: Bliss Adkison, Dr. Molly Mathis, Melissa Medlin, Dr. Mark Foster, Dr. Leah Graham, Dr. Tera Kirkman, Dr. Joy Borah, Anita Holcombe, Candace Arnold

Members not in attendance: Dr. Ryan Zayac, Dr. Jessica Stovall

Agenda

A. Review of Charge

Bliss Adkison read the charge of the committee. The IE Committee is responsible for recommendations and the developing of procedures for Institutional Effectiveness. The committee is also responsible for evaluating Annual Reviews and Five Year Reports. These factors are an important part of the University's SACS Accreditation. Bliss emphasized the importance of communication and feedback with the constituent groups via all members of the committee instead of one individual.

B. Election of Vice Chair

Voting and Non-Voting members of the committee were reviewed, and Melissa Medlin was chosen as the Vice Chair of the IE Committee.

C. Annual Review

1. The deadlines for the Annual Reports were discussed. The initial deadline for Annual Reports is September 30, 2018, with Deans having a deadline of October 30, 2018, and VPs having a deadline of November 30, 2018.
2. The Rubric for the reviews was discussed, and the decision was made to change the wording from Learning Objective to Objective or Goal, to suit the needs of Non-Academic Departments. Bliss will make the revisions and send the Rubric out to the committee to vote via E-Business by the beginning of next week.
3. The Committee came to the consensus, in regards to reviewing the reports, to divide into groups of two. Each group will be responsible for evaluating 20 departmental reports. It was deemed it would be best to have two individuals per review in order to facilitate discussion, should there be a disagreement in regards to scoring.

D. Five Year Report

1. There are seven departments that participate in the five year report.
2. The rubric for this report has already been established in previous years, and will be used as the guide with this year's report. However, it was discussed that the committee should re-write the rubric for next year's Five Year Report and those following.

3. Each member of the Committee will be assigned one department to review, and the assignments will be made in the next Committee meeting.

E. General Education Update

1. All 13 Departments are represented on the General Education Committee.
2. Bliss discussed that this Committee is developing a Core Competency Rubric that will have Canvas implementation.
3. The overall goal is to create parallel processes for the Institutional Effectiveness and General Education Reviews and Reports.
4. Bliss discussed the importance of Resetting the Culture, to create Buy-In with the Departments instead of a “Have to Meet the Deadline” mindset.

F. Next Meeting

1. Due to the point we have reached in the semester, Bliss is going to send out a poll to set up the next meeting dates, instead of setting it on the same day of the week continually.
2. It was decided upon by the Committee that Monday, Wednesday, or Friday meeting days will be the best suited for everyone.

Adjourn

A motion was made to adjourn the meeting at 1:35pm. Motion carried.

Submitted by,
Candace Arnold