

Institutional Effectiveness Committee Meeting
Minutes of the Meeting of September 24, 2019
Library Room 111

Call to Order

The Institutional Effectiveness Committee was held in Library 111 on September 24, 2019. The meeting convened at 3:00 p.m. with Ms. Bliss Adkison facilitating.

Members in attendance: Ms. Bliss Adkison, Dr. Sara Lynn Baird, Dr. Joy Borah, Dr. Leah Graham, Dr. Molly Mathis, Ms. Anita Holcombe, Dr. Jessica Mitchell

Members not in attendance: Mr. Justin Alexander, and Dr. Ryan Zayac

Agenda

I. Introductions

Brief introductions of the committee members were made at the start of the meeting.

1. Bliss Adkison – Provost office
2. Joy Borah – Provost office
3. Leah Graham – Politics, Justice, Law & Philosophy
4. Molly Mathis – Institutional Research
5. Sara Lynn Baird – College of Arts & Sciences
6. Jessica Mitchell – College of Education & Human Sciences
7. Anita Holcombe - Grants and Contracts, Business Office

II. Review Charge of the Committee

The charge is on the Shared Governance website and was reviewed with the members.

1. Review the annual report process
2. Review the 5-year report process for each academic and non-academic unit
3. Help edit and make suggestions to the Institutional Effectiveness process of the different components that it entails.
4. Make suggestions regarding any other governing information and processes

III. Upcoming IE/Accreditation Events

The following upcoming events were announced:

1. IE Workshop - First IE Workshop on Thursday, September 26, 2019, 12:00 – 4:30 p.m. There are two speakers from James Madison University who are leaders in assessment as well as IE SACSCOC and accrediting in the region and the nation.

2. ACHE Ph.D. approval - Proposal was submitted in September, and was approved, it is important to the committee because it will help oversee the assessment process for those two bodies and helping to make sure they are in compliance. This will be on the agenda for ACHE in December.
3. SACSCOC Level Change – Level documentation was submitted to SACSCOC in July 2019. Technically in the next three years, we will have 2 onsite reviews, 1 for the level change, and 1 for the 10 year. The next four years is crucial in the IE review our processes, the committee will have a big part to play.
4. SACSCOC Doctoral Degree Approval - the doctoral degrees will go through an approval in December.

IV. Meta-assessment timeline

The IE Committee participated in a Strategic Doing session in March of 2019. We had three separate projects that were planned as a result of this meeting, we know that is about to be completed. Ms. Adkison asked for any updates on previous projects.

Dr. Jessica Mitchell - met in the Spring semester, discussed how to create a student friendly document that communicates workforce ready skills, have four competencies that Bliss shared with the committee, but need a map that can move out to the website, and to be able to see the relevant classes the students are taking, communicate the competencies to them in a student friendly format, preferably with visuals and graphics. In the last discussion with the committee John McGee talked about some ideas on how the processes are communicated out to the departments. Also provide links to reports, and have other departments identify what are some workforce skills, and key competencies they would like to be collected.

Dr. Molly Mathis – the project was mainly for Institutional Research; the office developed a presentation for the department chairs and unit heads on how to do analysis and how to use Qualtrics.

Ms. Bliss Adkison - they have to link core competencies, get you the data, then you can work on it. The committee may regroup to see if more resources are needed and what the needs are. One of the big things for this committee, we do a meta-assessment on annual and Gen Ed reports for all academic and non-academic units. On the meta-assessment rubric, you will be assigned 5-10 units, hopefully everyone will have at least 10 average units to review; it is a mixture of academic and non-academic and Gen Ed. Each Gen Ed course receives a meta assessment, we then go over the meta assessment in the next meeting, then by November, we will conduct the meta-assessment and results will be returned back to you.

Currently, all data will have to be transferred to the new system. You will receive a zip drive of PDF's. SACSCOC received the meta assessment last year, comments were sent back regarding the institutions score of 2.7 in the rubric. We are at a starting point, the departments and units all got their results back, but as far as validity testing, and the institution is not there yet. The two case studies we went through to look at what they were doing, looked at their departing outcomes for two different departments. We plan to do that again for the departments that are critical here. All the chairs have received this, and they know what is expected.

We are trying to change the culture with the IE Workshop, so that faculty and department chairs understand the process. They have this review, the units we know that are failing, we will make sure we work one on one with them. You have to set the benchmarks for goals, they are arbitrary. You need to ask, "What should the student know at the end of this class." They are looking at what kind of improvements you are making to your program. No one is a 5. They are not looking at meeting perfection for every goal. The average is what counts. You won't have to take action on every learning outcome. If you are stagnate over a 10 year period, then there may be an issue. In some universities, in Best Practices they are not allowed to go more than 2 cycles, if you are still at a stagnate level in the 2 cycles, you have to create an action plan, whether the action plan is moving up your benchmarks, or whether the action plan is creating some kind of change. The departments should be looking at their results and making the changes as they go. This is a working committee, collection of information will start in October and November.

V. Distribute copies of IE and General Education Process Documents

Copies of the IE and General Ed process documents will be emailed. There are two different documents. The Gen Ed process was voted on last year, and the IE process has stayed much of the same, only 2 revisions. The documents are also on the website. A new platform was recently purchased. In the next 2-3 years, the committee will help write narratives, and for the 10-year report, will be writing into the new system, it will be electronic.

VI. Elect a vice-chair

Motion carried to elect Dr. Molly Mathis as the Vice-Chair of the IE Committee.

VII. Meeting Times-once a month

A Doodle Poll will be sent out to set the dates for the rest of the semester.

Adjourn

The meeting was adjourned at 3:30 p.m.

Submitted by
Melissa Clark