

# Institutional Effectiveness

<b>Team:</b>	<b>UNA Institutional Effectiveness Meeting</b>
<b>Date:</b>	<b>February 13<sup>th</sup>, 2008</b>
<b>Location:</b>	<b>GUC Room 207</b>
<b>Facilitator:</b>	Phil Bridgmon
<b>Attendees:</b>	Luna, Bailey, Jacobs, Warren, Kennedy, Jacques, Rowe, Thompson, Fernstrom, Williams, Bridgmon, Holland, Horn, Smith, Hansen
<b>Minutes:</b>	Cheryl Fisher
<b>Absent:</b>	Medders, Shields, Hodges, Gatlin, Newson, Wilson
<b>Guests:</b>	Celia Reynolds, Carrol Ward
<b>Meeting Called to Order</b>	Phil Bridgmon called meeting to order at 3:30 p.m.
<b>Approval of Minutes</b>	Dr. Bailey motioned to approve minutes from the January 16 <sup>th</sup> , 2008 meeting.  Kevin Jacques seconded the motion. Motion was approved, and unanimously carried.
<b>Agenda</b>	Dr. Andrew Luna discussed his two meetings with the Department Chairs and feedback received was positive.  There were some concerns regarding the Academic Year for Summer, Spring, and fall regarding credit hour split.  Online/regular traditional unique ids – willing to be split out, and we might not be able to complete by the end of the year. Dean Bailey wanted clarification, as to the handling of two separate departments.  Average class size – we will need to be consistent and chose one number. Independent studies could skew the class with 60 students.  Academic Year vs. Fiscal Year – Will budgets be combined?

<p><b>Guide Changes</b></p>	<p>Will Summer classes be left out?</p> <p>Dean Hansen asked which data will be used, by using examples of Summer 07, Fall 07 and Spring 08?, and will the current budget year will be used.</p> <p>Andrew will need to get with Sherry to get the budget numbers for summer and add them to the current budget.</p> <p>Dean Bailey asked the committee what is the budget. Andrew stated “actual expenditures.”</p> <p>Dr. Warren added that the President has a budget report on his desk and he will have to come to terms on this. Andrew will get with Priscilla and Steve Smith on the “Operational Budget”. Andrew will also meet with Steve, regarding rates of tuition.</p> <p>Pete Williams - regarding the number of different kinds of reporting systems, internal, external reporting issues, with a liaison for a more strategic flow for the University. It needs to be consistent and reviewed by the Chair, Department, and the VPAA. Then make any necessary changes and bring to the committee for approval.</p> <p>Andrew – It is not the role of this committee to approve more funding, the committee’s responsibility is to ensure that the process is flowing smoothly from year to year, and department to department.</p> <p>Andrew and Phil are working on the changes to the current guide. The structure and intent of the guide will remain the same. Changes should be ready to present to the committee by the next meeting.</p> <p>Garry Warren asked if the guide book recognized Andrew’s department. No it does not.</p> <p>Phil addressed the omission or the proper role of the OIRPA currently in the guide book.</p> <p>Phil updated the committee on the status of the work groups and discussed that the alterations will have to be made, given perspective of Dr. Warren that the OIRPA is the office accountable for Institutional Effectiveness.</p>
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<b>Cycle Program Reviews</b>	There are currently 3 departments  Arts & Science – Criminal Justice, Social Work, Sociology. Andrew will speak with Dean Gatlin to see if the College of Business will want to be part of this reviewing process.
<b>Other Business</b>	Dataliant will be a nominal charge, and funds have been approved by the COAD and will be transferred to the IRPA general budget. Once the funds are transferred, Andrew's office will submit the PO.  Phil Bridgmon – Meeting is adjourned