

ANNUAL REPORT

Institutional Effectiveness

**University of North Alabama
Florence, Alabama**

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7/29/2025

Date submitted

Submitted to: Dr. Becky Smith
Chair, Shared Governance Executive Committee

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT 2024-2025

I. Executive Summary

As a part of our charge, the UNA Institutional Effectiveness Committee met regularly during the 2023-2024 academic year and reviewed institutional effectiveness processes, conducted a meta-analysis of assessment reports submitted by all academic, non-academic and general education programs, analyzed data collected across all programs and units, and reviewed actions for continuous improvement in the form of program modifications across the institution.

II. The Committee's Charge (from the Shared Governance Document)

1. To recommend and develop procedures for planning and evaluating institutional effectiveness based on university goals, priorities, and the Strategic Plan
2. To review and evaluate the use of assessment by institutional units and recommend improvement in the assessment process where necessary
3. To review and evaluate the effectiveness of the institution's responses to assessment and evaluation in the form of budgetary or programmatic modifications
4. To review and evaluate the use of benchmarking by individual units for purposes of continual improvement of programs and/or services
5. To communicate activities to the university community To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
6. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

2/28/2025 and 3/14/2025

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

The committee met to discuss its charge and membership, reviewed the Guide for Planning and Assessing Institutional Effectiveness, and conducted meta-assessment training. In reviewing the charge, the committee determined a need to revisit the budgetary component of the charge to reflect the current process better. Specifically:

- Clarifying how budget information is tied to the Institutional Effectiveness process.
- Maintaining the existing IE Manual but including additional steps for submitting annual budget reports.
- Adding a process for submitting budgetary recommendations to the Strategic Planning and Budget Committee (SP&BC). Dr. Jacques and Dr. Johnson will review the existing process and provide a draft for this section.

The committee reviewed and edited the IE manual to ensure clarity and conciseness and to reflect the current process.

Dr. Johnson conducted meta-assessment training, and the meeting concluded by charging member teams to complete their program assessment assignments by March 1, 2025.

The committee conducted a meta-analysis of assessment reports submitted by all academic, non-academic and general education programs, to analyze data collected across all programs and units, and reviewed actions for continuous improvement in the form of program modifications across the institution.

The Strategic Planning and Budget Study Committee (SPBSC) and Institutional Effectiveness Committee (IEC) met face-to-face in the Collier Library on March 14, 2025. The purpose of the meeting was to clarify the budgetary recommendations process and the two committees' interaction. As a result, the committees jointly recommended to the SGEC that an external consultant review the shared governance processes at UNA.

V. What were the Committee's formal recommendations?

- The committee recommended opening Watermark on August 1, allowing departments to enter goals and measures early and upload data continuously throughout the year
- The chairs of The IE and SPBS committees met with Senior Vice President for Business and Financial Affairs to discuss logistics working with the Association of Governing Boards.

VI. What does the Committee plan to accomplish?

A. In the coming year?

The Committee will work on: continuing its support of programmatic improvements for all programs and units, providing resources, effective communication, and helpful support to programs and units in meeting assessment goals.

B. In future years?

The Committee will continue to explore options to improve reporting and the use of reports and plans in day-to-day work

VII. What are the Committee's weaknesses?

While the committee is large, conducting the meta-analysis is onerous and time-consuming. This year, several representatives from colleges and non-academic departments were appointed to assist with that process by Provost Smith. Perhaps that appointment could be formalized and made permanent in the future.

A. What can the Shared Governance Committee help you do to address the weaknesses?

Formal creation of a subgroup to assist with meta-analysis and the ABG consultation process should be beneficial in this regard.

VIII. Comments