

IEC Meeting
September 13, 2011

Attending: Brian Adler, Bryan Davis, Bryan McLain, David Jenkins, Lisa Cooper, Peg Ellington, Mikki Guest, Andy Bosak, Ru Story Huffman, Dongwen Qi, Darcy Schraufnagel, Keaton Wynn, Toni Brown, and Elizabeth Gurnack, guest

The meeting was called to order by Bryan Davis. A motion to accept the minutes was made by Andy Bosak and seconded by Peg Ellington. The motion was passed.

Bryan Davis informed the group that Gary Kline had resigned from the IEC and the Faculty Senate would make a recommendation for a member from the College of Arts and Sciences. He also mentioned a new chair would be necessary and asked for volunteers. Discussion of the responsibilities ensued and Andy Bosak indicated interest in the position. He stated he would discuss the matter with family and confirm in an email. He also stated if he does become the chair of the IEC, he would set down as chair of the Strategic Planning and Assessment Subcommittee.

Toni Brown was introduced as the new Student Government Association representative to the IEC. Toni will also be assigned to the Strategic Planning and Assessment subcommittee and Paige Bragg to the SACS COC subcommittee.

Bryan Davis informed the committee the compliance audit is completed. Institutional effectiveness is important and we need to show results from the work of the IEC. Currently, the budget process has been established, but other effectiveness needs to be established. A matrix of results from the compliance audit will be provided by Bryan Davis. (See Appendix) Davis also stated 2/3 of the requirements are in compliance.

Bryan Davis also informed the committee of a new pilot for CPR process, with History Education, Chemistry, and Exercise Science. The new process would bring us more in line with SACS.

Brian Adler spoke to the group of his work as an offsite reviewer for SACS and showed an example of a compliance report. He had received a package from North Alabama that included the compliance document, catalogs, and a jump drive with all documentation.

Subcommittee Reports:

Strategic Planning and Assessment Subcommittee

Andy Bosak reported he will schedule a meeting by the end of September with the goal of looking at retention rates. Lisa Cooper will bring the information to the meeting and make assignments. Additionally the subcommittee will look at institutional goals and assessment of the strategic plan by accumulating data.

Budget Planning and Assessment Subcommittee

Bryan Davis reported in the absence of Cody King and stated the committee has a process for position requests to be vetted to establish how the position supports the mission of the university and the strategic plan. A ranked list will be presented to the Administrative council through an open process to make judgments about capital budgets and building issues.

Academic and Support Unit Subcommittee

Peggy Ellington stated Administrative Support meetings will be conducted, with Darcy and Josh assisting with the meetings. Through this process, the subcommittee should be able to develop data for requirement 3.3.1.

SACS COC Reaffirmation Subcommittee

Keaton Wynn stated the SACS COC Reaffirmation Subcommittee reviewed the audit plan and was working on the development of a QEP Committee. He is in the process of soliciting volunteers to serve on the QEP.

Discussion then turned to directions for the IEC to fulfill the function of looking at university data. The possibility of an assessment day was discussed. Currently the School of Education conducts an assessment day. Brian Adler mentioned he would send a note to the Deans and Chairs to explore the possibility of an assessment day.

Peggy Ellington suggested as a committee we collect data and the subcommittees look for common data to bring together for the IEC meeting in December. A discussion of various types of assessment we would generate. It was mentioned the problem is not collection, but what we currently do with the data. Lisa Cooper suggested looking at each standard as a way to assess data.

A tentative IEC meeting on December 13 was discussed as an assessment consideration day, with Bryan Davis agreeing to plan the meeting. Each committee could provide summaries after Thanksgiving for review before the meeting.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Ru Story Huffman

Appendix: Compliance Audit Matrix

Core Requirements (CR)	Area	Compliant	Who is responsible?	Notes
2.1	Degree Granting Authority	Yes	BPD	Where is the document (our charter)?
2.2	Governing Board	Yes	BPD	RACEA Boilerplate
2.3	Chief Executive Officer	Yes	BPD	RACEA Boilerplate
2.4	Institutional Mission	Yes	BPD	RACEA Boilerplate
2.5	Institutional Effectiveness	No	IEC	Need to Review Results, especially for patterns across/units
2.6	Continuous Operation	Yes	BPD	RACEA Boilerplate
2.7.1	Program Length	Yes	Programs	Compliant at 5 th year; remember rationales for longer programs
2.7.2	Program Content	Yes	Programs	
2.7.3	General Education	Yes	A&S and SC&M	Assessment under construction; need to look at back story, as well.
2.7.4	Course Work for Degrees	Yes	Office of Academic Affairs	
2.8	Faculty	Yes	IR and IEP	Remind Lisa to send me updates of spreadsheets after census
2.9	Learning Resources and Services	Yes?	Library & OIIT?	Need to make strong argument for Masters programs
2.10	Student Support Services	Yes	See Fifth-Year	Take library stuff from fifth-year and shift it to 2.9
2.11.1	Financial Resources	Yes	Vice President of Business and Finance	Have already talked to Cody about Audits for 2013
2.11.2	Physical Resources	Yes	Vice President of Business and Finance	
2.12	QEP	No	QEP Committee	Process under way Fall 2011

Comprehensive Standards (CS)	Area	Compliance	Who is responsible?	Notes
3.1.1	Mission	Yes	IEC Subcommittee on Strategic Planning	Mission Revised 2009; Midterm Assessment 2011-12
3.2.1	CEO Evaluate/Select	Yes	BOR, RACEA Boilerplate	
3.2.2	Governing Board	Yes		
3.2.2.1	Mission	Yes	BOR	minutes for approval of mission revision
3.2.2.2	Fiscal Resources	Yes	BOR	Narrative about budget process
3.2.2.3	Institutional Policy	Yes	BOR, GSW	Narrative about relation of BOR policy and GSW Policy
3.2.2.4	Related Foundations	Yes	Foundation Board	Have Bylaws and MOU
3.2.3	Conflict of Interest	Yes	BOR	See RACEA Boilerplate
3.2.4	External Influence	Yes	BOR	See RACEA Boilerplate
3.2.5	Board Dismissal	Yes	BOR	See RACEA Boilerplate
3.2.6	Board Administrative Distinction	Yes	BOR/GSW	See RACEA Boilerplate
3.2.7	Organizational Structure	Yes	President's Office	Questions?
3.2.8	Qualified Admin	Yes, at fifth-year	IEP/Human Resources	Get updated admin CV's this fall (2011)
3.2.9	Faculty/staff appointment	Yes	Academic Affairs/Human Resources	Faculty Handbook and HR Procedures
3.2.10	Administrative staff evaluations	Yes, at fifth-year	AA/HR	
3.2.11	Control of intercollegiate athletics		President's Office/Director of Athletics	
3.2.12	Fund-raising activities		President's Office	Need to be sure of chain of command that leads to fund raising.
3.2.13	Institution-related foundations	Yes	Foundation Board	Have Bylaws and MOU
3.2.14	Intellectual property rights	Yes?	AA	See Faculty Handbook—cannot
3.3.1.1	Academic Program	No	Programs	Deans and IEP

	Assessment			Director working on his issue
3.3.1.2	Administrative Support Units	No	Units/IEC Assessment Sub	Plans under review/composition
3.3.1.3	Educational Support	No	Assistant Vice President of AA/Deans	
3.3.1.4	research within its educational mission, if appropriate	NA		Not a research university as defined by USG
3.3.1.5	community/public service within its educational mission, if appropriate	No	President's Office/Admin Council?	Community Service Forms a start?
3.3.2	QEP	No	QEP Committee	
3.4.1	Academic program approval	Yes	CoAA/AA/IEP	CoAA Operations/List of approval dates for programs? CoGA Operations, too.
3.4.2	Continuing education/service programs	No	Continuing Ed/Admin Council?	More work with Karen is necessary
3.4.3	Admission Policies	Yes	Admissions/Grad Studies?	
3.4.4	Acceptance of academic credit	Yes	AA/Registrar	
3.4.5	Academic policies	Yes	AA/CoAA/CoGA	
3.4.6	Practices for awarding credit		AA/Registrar/CoAA/CoGA	Clean up CLEP and AP credit. PLA Policy clean
3.4.7	Consortial relationships/contractual agreements		AA/President's Office	
3.4.8	Noncredit to credit	Yes	AA/Registrar	Policy in Faculty Handbook
3.4.9	Academic support services	Yes	Units	See 2.9/2.10
3.4.10	Responsibility for curriculum	Yes	CoAA/Statutes	
3.4.11	Academic program coordination	Yes	Units	See Fifth-Year, request new CVs
3.4.12	Technology use		OIIT/ITAC	Talk to ITAC and OIIT for evidence
3.5.1	College Level Competencies	Yes/No	Gen Ed Council	Establish Gen Ed Council; begin to implement

				assessment plan
3.5.2	Institutional credits for a degree	Yes	AA	
3.5.3	Undergraduate program requirements	Yes	AA/Registrar/Bulletin	
3.5.4	Terminal degrees of faculty	Yes	AA	See numbers from 2.8
3.6.1	Post-baccalaureate program rigor		Grad Studies/CoGA/Units	I will be working with Programs to make this case (met with CoGA) We need a designated Director of Graduate Studies
3.6.2	Graduate curriculum		Grad Studies/CoGA/Units	I will be working with Programs to make this case (met with CoGA) We need a designated Director of Graduate Studies
3.6.3	Institutional credits for a degree	Yes	Grad Studies/CoGA	
3.6.4	Post-baccalaureate program requirements	Yes	Grad Studies/CoGA	
3.7.1	Faculty competence		AA/HR	Work with Cheri to develop resources (digital transcripts for corps of instruction, and CIP codes for highest degrees of corps members) Get a formal policy or practice to be used by deans/chairs?
3.7.2	Faculty evaluation	Yes	AA/HR	Need to seek volunteers for documenting this standard from all academic units
3.7.3	Faculty development		AA/Units	Teaching Circle Program in process of becoming more

				formalized for documenting development Provide access to USG Faculty Development services—bringing one on campus 2012, and also Ginger Durham in 2012 and was here with Liz Johnson in 2010(?)
3.7.4	Academic freedom	Yes	AA	Faculty Handbook Section II. G.
3.7.5	Faculty role in governance	Yes	President/Admin Council/Faculty/Senate	Statutes Article III, Section 8. Faculty Handbook Section I. E.
3.8.1	Learning/information resources		Units/Library/OIIT/ITAC	
3.8.2	Instruction of library use	Yes	Library/OIIT	
3.8.3	Qualified staff		Library OIIT	
3.9.1	Student rights	Yes	Committee on Student Affairs/Office of Student Affairs	WEATHERVAVE
3.9.2	Student records	Yes	Registrar/OIIT	
3.9.3	Qualified Staff		VP Student Affairs	
3.10.1	Financial stability		VP Business and Finance	Cody on job
3.10.2	Submission of financial statements	Yes	VP Business and Finance/SACS COC Liaison	
3.10.3	Financial aid audits	Yes (at fifth-year, cf. 4.7)	Director of Financial Aid	
3.10.4	Control of finances	Yes	VP Business and Finance	
3.10.5	Control of sponsored research/external funds	Yes	VP Business and Finance	
3.11.1	Control of physical resources		VP Business and Finance	Cody on job
3.11.2	Institutional environment		VP Business and Finance	Cody on job
3.11.3	Physical facilities		VP Business and Finance	Cody on job
3.12.1	Substantive change		SACS COC Liaison/CoAA/CoGA/AAI	We need to be sure we have an accurate list of all substantive

				changes since Fall 2003 and make sure notification for all has been made
3.13.1	Policy compliance		SACS COC Liaison/President	The Compliance Certificate itself will be the documentation for this standard
3.14.1	Publication of accreditation status		SACS COC Liaison	Compliant Statement of our accreditation status may be found on the University page of the GSW website

Federal Requirements (FR)	Area	Compliant	Who is responsible?	Notes
4.1	Student achievement	Yes/Compliant at 5 th -Year	AA	
4.2	Program curriculum	Yes/Compliant at 5 th -Year	AA	
4.3	Publication of policies	Yes/Compliant at 5 th -Year	AA/Admissions/Registrar	
4.4	Program length	Yes/Compliant at 5 th -Year	AA/Grad Studies	
4.5	Student complaints	Yes/Compliant at 5 th -Year	AA/Student Affairs	
4.6	Recruitment materials	Yes/Compliant at 5 th -Year	Admissions	
4.7	Title IV program responsibilities	Yes/Compliant at 5 th -Year	Director of Financial Aid	Ask Angela Bryant for docs from 2010/2011
4.8	DOE Distance Education Regulations		AA	Old Distance Education Policy is in Handbook, but new policy has been approved and should replace it.
4.9	DOE Definition		AA	I cannot find our credit

	of Credit Regulation			hour policy, although the following statement can be found in the Bulletin: "Credit in courses is expressed in semester hours. Normally, a semester hour of credit represents one class hour of work per week for one semester, or an equivalent amount of work in other forms of instruction such as laboratory, studio, or fieldwork. Most of the courses offered by the University meet three times per week for one semester and therefore carry three semester hours of credit."
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