

IEC Meeting  
August 8, 2011

Attending: Gary Kline, Brian Adler, Bryan Davis, Bryan McLain, David Jenkins, Lisa Cooper, Peg Ellington, Mikki Guest, Kendall Blanchard, Andy Bosak, Ru Story Huffman, Dongwen Qi, Darcy Schraufnagel, Cody King, Keaton Wynn

The meeting was called to order by Gary Kline. Dr. Blanchard expressed gratitude to the committee for their past work and future endeavors.

Dr. Adler informed the committee of a SACS Conference attended by Brian Adler, Bryan Davis, and Lisa Cooper. He provided the committee with a handout on the SACS warning status at Tennessee State in their reaffirmation of accreditation process. GSW is still on monitoring based on the 5 Year Report, and he stressed institutional effectiveness as an important factor in our monitoring process.

Dr. Davis further explained the aspects of the continued monitoring and stated it is important for GSW to be removed from monitoring by SACS. He stated that according to a session on institutional effectiveness at the SACS Conference the institution must exhibit multiple years of data that show improvement, benchmarks against other institutions, and established standards for success to meet outcomes and goals. He stressed the need to see the difference between strategic planning and effectiveness. Davis mentioned SACS will want to see documentation on numbers and percentages that are comparative over years. We should be able to produce at least 3 years of data to support the documentation.

Dr. Davis further outlined the IEC agenda for the 2011/2012 academic year, including the completion of the compliance audit (Fall 11), institutional effectiveness, and administrative support services. He outlined items he needs help with for the compliance audit. Davis will also provide a SACS COC update for all during Planning Week.

The QEP will be a focus this year as well, with the SACS COC subcommittee involved in establishing the QEP Committee.

Dr. Cooper mentioned the SACS COC website would have sessions from the conference available through August 19, 2011.

Subcommittee Reports:

Strategic Planning and Assessment Subcommittee

Andy Bosak provided the IEC members with a handout on activities since May 2011. (See attached)

Budget Planning and Assessment Subcommittee

Cody King stated the budget process for capital outlay has been defined and uploaded to the GSW SACS website

[http://sacs.gsw.edu/sacs/SACS/IEC\\_CommWeb/EG\\_BudgetProcess\\_Final.pdf](http://sacs.gsw.edu/sacs/SACS/IEC_CommWeb/EG_BudgetProcess_Final.pdf)

He stated the document has not been uploaded to SACS.

Academic and Support Unit Subcommittee

Peggy Ellington stated assignment were made for each aspect of the Academic and Support Unit Subcommittee and appointments will be made to visit each area targeted.

SACS COC Reaffirmation Subcommittee

Keaton Wynn stated the SACS COC Reaffirmation Subcommittee completed a schedule of units responsible for documentation and will focus its attention to the QEP Fall 2011.

Gary Kline asked for input on a timeframe for meetings and it was decided the IEC should meet on a monthly basis. Gary Kline will send an email to the members to determine time preferences for meetings.

The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Ru Story Huffman

## **Summary of Strategic Planning Committee “Activities” for May, 2011**

(A Subcommittee of the Institutional Effectiveness Committee)

The Strategic Planning and Assessment Committee (SPAC), one of the subcommittees of the Institutional Effectiveness Committee (IEC) had one more meeting (held May 13, 2011) for the 2010-2011 academic year.

### ***May 13, 2011 (Meeting at 11am in the Academic Affairs Conference Room)***

- Bryan Adler, Bryan Davis (ex officio), Bryan McLain, and Andy Bosak were in attendance.
  - Brian Adler (ex officio) had a prior commitment, but came near end of meeting.
  - Gayle Alston had a prior commitment and could not attend.
- The committee met and discussed several aspects about the website link for SPC and IEC.
  - It was stated that more awareness as to where to find the link needs to occur.
- It was suggested that the campus needs to understand how issues for the SPC and IEC affect them.
  - People need to know their part on how to contribute to certain objectives of the strategic plan.
  - A discussion occurred as to how “we” (the faculty, staff, etc.) can affect retention and enrollment and vice versa.
- It was suggested that annual reports from each academic department should indicate how they relate to the strategic plan.
  - It was noted that there has to be a plan in place to see how the above data can be collected.
    - Suggestions were to 1) visit each department and discuss the strategic plan and how each department contributes to the strategic plan and/or 2) each IEC member could become an “expert” in the concepts of the strategic plan and share their knowledge with corresponding departments and units.
  - It was also suggested that the strategic plan be sent to each department and the department can then see how they may already be doing things that support the strategic plan.
  - It was suggested that the Administrative Council be asked how they would suggest or recommend how departments can write a report for what activities they would contribute to the strategic plan.
    - It was noted that after collecting this data, we have to determine if the strategic plans’ goals were met, which ones should be carried forward for the next plan, and which ones do not matter and could be abolished.
    - It was also suggested that “WE” must act on what is found after we complete the assessment of whether or not the strategic plan objectives were met.
- The outcome of this meeting was that:

- Approach the Administrative Council to attempt to support and enforce the completion of a review of what each department does to contribute to the strategic plan and determine when it is best to have the reports completed.
  - Determine how to retrieve data from 2008-2009 and 2009-2010.
  - Bryan Adler was asked to assist in the above charge.
- A motion was suggested to attempt to have a brief summary report of the above data for the first fall faculty meeting (if at all possible).
- The next meeting was contingent upon when the first IEC meeting for the 2011-2012 year would be.
- The first meeting adjourned at 12:09pm.