

**Institutional Effectiveness Committee
Meeting Minutes
April 18, 2013**

Members present:

Cody King (presiding)

Brian Adler

Darcy Bragg

Paige Bragg

Lisa Cooper

Josh Curtin

Bryan Davis

Lauren DiPaula

David Jenkins

Mikki Guest

Kelly McCoy

Feng Xu

The meeting was called to order by Cody King at 3:30 PM

Approval of Minutes March 7, 2013

The minutes for the March 7, 2013 meeting were presented. Kelly McCoy suggested a correction to the minutes to reflect that the IEC will not create new university-wide learning outcomes, but the IEC can recommend the creation of these learning outcomes. The minutes were approved with the suggested correction.

Report of the Strategic Planning and Assessment Subcommittee

Lisa Cooper presented a report showing which units' annual reports included their own unit's goals and which included the GSW Strategic goals. Observations discussed as a result of this report:

- Because so many units did not relate their unit goals to the GSW strategic goals, many activities that promote the strategic goals are not being reported.
- More committee members are needed so that multiple people can review each unit's annual report.
- There will be a new annual report guidelines that will be presented to all department heads in May which should clarify the issue of using the GSW strategic goals.
- The final results of this subcommittee's findings will be presented to Administrative Council and shared campus-wide.
- Sometime early during the next academic year, the IEC committee as a whole will use this report to determine if there are any areas of the Strategic Plan that need more emphasis.

Proposal to Restructure the IEC

Bryan Davis proposed the following change be made to Article IV, Section 4 of the faculty handbook describing the Institutional Effectiveness Committee.

The IEC is organized into two standing subcommittees on Strategic Planning and Assessment, and Academic and Support Unit Assessment. The subcommittees review data and make recommendations on these issues to the entire IEC. In addition, the IEC may form Task Forces designed to complete specific tasks within a limited timeframe. The IEC reports and makes recommendations to the Faculty Senate and the Administrative Council.

Further discussion points offered were:

- These two standing committees will continue because of the annual work they have to do.
- The Budget Planning and Assessment Subcommittee accomplished its goal the process is self-perpetuating. The Assessment Subcommittee could take over the work of periodically assessing the budget process.
- The SACS subcommittee members have contributed to the work of other committees related to SACSCOC reaffirmation, but has accomplished little on its own.
- Tasks forces will be created for other goals or specific tasks that come up with voting members of the IEC, but also opened up to include others that may not be voting members of IEC
- Some possibilities for task forces include a task force to create university learning outcomes, to assess the enrichment of campus intellectual life, and the assessment of campus culture.

After all discussions, the proposal to restructure the IEC passed unanimously and will be sent to the next faculty meeting to be voted on.

CCG

Brian Adler introduced the discussion topic of linking the CCG (Completing College Georgia) efforts to the IEC goals. It was determined that the annual reports should include progress reports from those who are responsible for each of the CCG goals. Bryan Davis will address this to the department heads when he presents the new annual report structure in his presentation in May.

Members Rotating of Committee

- Representative of Business and Finance: Cody King (Cody King reappointed himself to serve again).
- Student Representative for Student Affairs: Paige Bragg (Dr. Miller will need to either reappoint Paige or chose a new student)

- Student Representative from Student Government: Joy McKenzie (SGA will need to appoint new student because Joy McKenzie will be graduating.)
- Representative of Staff Senate: Josh Curtin (Staff Senate will have to appoint new person.)
- Representative of School of Computing and Mathematics: Dongwen Qi (New appointment will be made by the Faculty Senate during planning week.)
- Representative for School of Nursing: Mikki Guest (New appointment will be made by the Faculty Senate during planning week.)

Report on SACS-COC Reaffirmation

Bryan Davis reported the following:

- After a visit from our SACS consultant that our Compliance Certification is in good shape. The final Compliance Certification is due September 10, 2013. QEP report is not due until the end of January.
- The Onsite Committee is already planning for the visit.
- We will have to have a financial person as part of the on-site evaluation team, but only because of the timing of the state of Georgia's financial auditing.
- ABAC's campus will be part of our on-site visit due to the Early Childhood Education Program GSW operates on that campus.

Election of Officers for 2013-2014

Cody King nominated Lauren DiPaula as chairperson. Lauren accepted the nomination and was uncontested.

Bryan Davis nominated Darcy Bragg to continue to serve as secretary. The nomination was accepted and was uncontested.

Bryan Davis asked for volunteers from those who had served on the two subcommittees that no longer exist to serve on the Assessment Subcommittee. The Subcommittee needs to review annual reports from Student and Academic Support Units and provide feedback to the department heads during May ahead of the August submission date for this year's annual reports. Darcy Bragg agreed to join the Assessment subcommittee.

The meeting was adjourned at 4:24 PM.

Minutes submitted by Darcy Bragg.