

Institutional Effectiveness Committee
Meeting Minutes
September 12, 2013

Members present:

Lauren DiPaula--presiding

Brian Adler

Darcy Bragg

Lisa Cooper

Bryan Davis

Tiffany Gregory

David Jenkins

Kelly McCoy

Joseph Nichols

Boris Peltsverger

Ru Story-Huffman

Feng Xu

The meeting was called to order by Lauren DiPaula at 3:31 PM

The minutes from the 4/18/13 meeting were presented. Bryan Davis moved that they be accepted, and seconded by Kelly McCoy. The vote to approve was unanimous.

The minutes from the 8/14/13 meeting were also approved unanimously after a motion from Kelly McCoy and seconded by Ru Story-Huffman.

Report of Strategic Planning and Assessment Subcommittee

Lisa Cooper reported for this committee, highlighting the following:

- The current report is a merger of what was presented in the interim strategic planning report and what was presented at the December meeting. It takes each goal and looks at what we have in terms of data from the annual reports.
- The interim report focuses on change in last several years, while this report is from last year to this year.
- The report shows a decrease in overall enrollment, but specifically a growth in international and transfer enrollment, and a consistent non-traditional and military enrollment.
- While each department or unit does an annual report, there should be some “mini” annual reports for certain campus initiatives. Mini reports might consist of everything that an annual report consists of except for the individual achievements section and the summary of departmental efforts.
- It should be determined which grants have interim progress reports and those should be send to Bryan Davis.

- The report shows graduation rates and retention rates as weak points, but shows a growth in new programs.
- Report also shows that there are lots of programs and initiatives for improving graduation rates, but the numbers are not improving.
- As the committee was compiling activities for the strategic plan progress report, they discussed whether or not activities that units were commonly expected to do should be included in the report. The committee generally included these types of activities in the report when the activity highlighted improvements to the process.
- The strategic planning committee will begin discussing the creation of a new strategic plan and considering the USG's new strategic plan.
- This report needs to be shared at the Administrative Council and Deans Council and then also campus-wide via the Institutional Effectiveness website.
- Since many of our qualitative goals are hard to assess, in the next strategic plan, we need to give thought to whether or not a goal is assessable.

Progress Report from Academic and Student Support Services Subcommittee

- Bryan Davis reported for this subcommittee.
- As we are currently in year three of the rotational plan, they are reviewing Academic and Student Support Services and Research unit assessment
- The committee has divided up and is working in teams of two to look at section three of the annual reports and will report on that in December.

SASCOC Update

- Compliance Certificate
 - Bryan Davis reported that the compliance certification has been submitted and he has receipts that all ten packages have been received where there were supposed to be received.
 - A pdf file of the full compliance report can be found on the Institutional Effectiveness website: http://sacs.gsw.edu/sacs/SACS/SACS_Web/SACS-COC_compliance_drafts.html
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- QEP
 - Ru Story-Huffman reported that the QEP is currently focusing on marketing of the QEP.
 - Joseph Nichols reports that the assessment plan has been completed. UNIV 1000 classes have been surveyed and are now visiting the Habitat Global Village.
- On-Site Visit Planning
 - Tiffany Gregory reported that the SACS On-Site planning committee will meet on September 18, 2013.
 - Hotel reservations have been made.
 - As recommended by Brian Adler, Tiffany will consider attending the SACS conference in December in Atlanta.

Other questions came up regarding the SACSCOC Reaffirmation and the following announcements were made in response to those questions:

- Off-site reviews end on November 8 and we should get our first feedback from those reviews sometime close to Thanksgiving.
- The financial audit can be submitted up to October 22, and Cody King thinks we will have the information from that audit and can give it to the committee and avoid having to address that as part of the focused report.
- If we do have to submit a focused report in response from the feedback that we get from our off-site reviews, it would be due the same time as the QEP report which is six weeks prior to the on-site visit. That date would be January 28, 2014.

New USG Strategic Plan

- Bryan Davis reported that the new USG strategic plan is mostly focused on the same the same ideas as the CCG (Complete College Georgia) initiative.
- That should be considered as we create our own new institutional strategic plan.
- We need to pay attention to are phrases like “institutions should be able to describe the kind of experience that students have outside the classroom” and we should be looking for and providing evidence of the co curricular experience.
- We should also be defining what are expectations are of what we hope our graduates would achieve and defining what we want out graduates to accomplish when they are here, such as statements like “Every GSW student should be able to....”
- A survey was completed last May asking graduates about their employment and if their job was related to their major, how can they be contacted, and what was their preferred method of social media. That survey needs to be continued to determine where they are a year later. Sandra Fowler, the new Director of Career Services, needs to be included in that project.

Other Closing Comments

- Brian Adler congratulated Bryan Davis on his work with getting the compliance report submitted.
- Brian Adler also commented on the direction of this Institutional Effectiveness Committee and that it should continue to steer the university in the right direction while considering the new USG strategic plan, CCG, strategic enrollment management and the budget formula that is based on number of students that we graduate.
- After much discussion, it was decided that we should have another assessment day in December and planning that should be the focus of the next meeting.
- The next meeting was set for November 14, 2013 at 3:30.

The meeting was adjourned by Lauren DiPaula at 4:35 PM

Minutes submitted by Darcy Bragg.