

Institutional Effectiveness Committee (IEC)
September 19, 2023; 11:00 AM

Members Present

Alaina Kaus, Chair
Brian Mallett, Secretary
Allen Brown
Bokshim Fox
Bryan Davis
Kina Davis
Christa Faison
David Jenkins
Jill Drake
Karlie Gillam-Levering
Michele McKie
Rhonda Slocumb
Shawn McGee

Welcome

The chair, Alaina Kaus, welcomed members of the committee and highlighted the agenda for this meeting. Bryan Davis shared a PowerPoint slide deck with an outline of topics to be covered.

Approval of the Minutes from April 19, 2023

Minutes from the April 19, 2023 meeting were distributed in advance. The committee voted to approve the minutes as presented.

Introduction of New Members

New members for this year are: Karlie Gillam-Levering (Athletics); Kina Davis (Staff Senate); Charles Huffman (Arts & Sciences); Michael Fathi (Business & Computing); Allen Brown (Graduate Programs); Jill Drake (Academic Affairs)

Continuing members for this year are: Alaina Kaus (Arts & Sciences); Brian Mallett (Institutional Research); Angie Christmas (Physical Plant); Bokshim Fox (Library); Bryan Davis (Institutional Effectiveness); Christa Faison (Residence Life); David Jenkins (Student Success); Gaye Hayes (Enrollment Management); Michele McKie (Education); Rhonda Slocum (Nursing); Shawn McGee (Auxiliary Services)

Reviewing the Charge of the Committee

Bryan Davis reviewed the committee's charge:

- Assess institutional priorities for strategic planning and budgeting
- Oversee assessment of academic programs, academic and student support units, and administrative support units
- The entire committee is required to meet at least three times per year.

These purposes are largely accomplished through two subgroups – the Assessment Review Subcommittee, and the Strategic Plan Assessment Task Force.

Assignment of Subcommittee and Task Force

- **Assessment Review Subcommittee**
 - Meet in the fall term to review assessment plans and results for *Administrative Support Units*
 - Meet in the spring term to review assessment plans for *Academic and Student Support Units*
 - The Assessment Review Subcommittee members are – Allen Brown; Rhonda Slocum; Bokshim Fox; Michele McKie; David Jenkins; Michael Fathi; Bryan Davis (ex-officio)
 - Bryan Davis will schedule the Assessment Review Subcommittee meetings

- **Strategic Plan Assessment Task Force**
 - Highest Priority: develop an instrument for units to report progress on their unit strategic plans, especially with reference to the institutional strategic plan
 - Bryan Davis presented a template for units to report progress
 - The due date for unit annual reports is November 17, 2023
 - Review progress reports after they are received – beginning January, 2024
 - Produce an aggregate report – for the April, 2024, IEC meeting, and subsequent offering to leadership
 - GSW Strategic Plan Website: <https://www.gsw.edu/about/strategic-plan/>
 - The Strategic Plan Assessment Task Force members are – Shawn McGee; Christa Faison; Karlie Gillam-Levering; Kina Davis; Jill Drake; Charles Huffman; Gaye Hayes; Bryan Davis (ex-officio)
 - Bryan Davis will schedule the Strategic Plan Assessment Task Force meetings

Set Meeting Schedule for Fall Term

The next meeting of the Institutional Effectiveness Committee is scheduled on March 13, 2024, at 2:00 PM.

There were no additional items and the meeting was closed by the chair.

Prepared by:
Brian Mallett, IEC Secretary