

## INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT COMMITTEE

Wednesday, March 2, 2016 at 1:30 p.m.

*Committee Members Present:* Dr. Marie DeVincenzo, Committee Chair  
Ms. Bernadette Johnson  
Dr. Tracy Meetze Holcombe  
Dr. Meredith Love  
Dr. Cecil McManus  
Dr. George Schnibben

*Committee Members Non-Present:* Dr. Jan Serrano

*Non-Committee Members Present:* Ms. Lauren Dorton  
Dr. Charlene Wages  
Dr. Russell Ward

Ms. Lauren Dorton, from Institutional Research, was responsible for taking notes.

The meeting began with an introduction to Dr. Cecil McManus, the University's new Director of Institutional Effectiveness.

Dr. Marie DeVincenzo informed the Committee that the Dr. Richard Chapman, Provost, had only received two interim reports so far.

As far as the upcoming IE report workshops, the Committee discussed workshop time limits and areas of focus. Dr. Tracy Meetze Holcombe stated that Student Learning Outcomes should be a main topic. Those attending the workshops should be asked to identify their outcomes, to make sure outcomes are measurable, and ask how the department/program is measuring these outcomes. Dr. Meredith Love added the importance of explaining how a quality IE report can be useful to their department/program (reflective). In addition, Dr. Love suggested that learning objectives be worked on during the sessions. Dr. Russell Ward mentioned that "closing the loop" be included in workshops as well, since that was a key SACSCOC focus. Dr. Meetze Holcombe suggested that workshops be capped at one hour. At the end of the workshops, faculty should feel equipped to begin writing their department's/program's IE report.

Dr. DeVincenzo shared some suggestions and revisions, accompanied by handouts, made by Dr. Jan Serrano, who was not present at the meeting. Using IE reports that the Committee had previously reviewed, Dr. Serrano made suggestions where improvement and clarification needs to be made.

Next, the topic of including an executive summary within the IE reports was discussed. Dr. Cecil McManus offered guidance on the subject stating that a summary should be done last and should include key points made within the report itself. These summaries are helpful to the reader, acting as a "roadmap." In addition, Dr. DeVincenzo asked if

mission statements should be included. Dr. McManus feels that a mission statement should be included. He explained that the program's mission statement should follow the department's mission statement, which should address the College of Liberal Arts mission statement. Dr. McManus suggested that part of the workshops be dedicated to helping departments/programs create an appropriate mission statement if they do not already have one. Dr. Charlene Wages added that General Education goals should be addressed as well in mission statements.

Looking at the rubric, the Committee shared additional revisions. Dr. McManus suggested that "some" (in the "Needs Improvement" column) be replaced with ranges or percentages to provide more detailed and accurate scoring. Dr. Meetze Holcombe added that the School of Education is asked by NCATE to identify actual student behaviors. For example, "If your students aren't doing \_\_\_\_\_. What are they doing?" This clearly points out what areas need to be improved. Dr. McManus suggested that once the rubric is finalized, it should be tested using old IE reports. This is important to do before the rubric is used to score 2016's IE reports. Doing so, will make sure all areas of concerns and possible issues are addressed within the rubric.

The Committee will continue to work on the rubric and template over the following weeks. Dr. Chapman has asked that final reports be submitted in May 2016. Dr. McManus will improve the rubric, Dr. DeVincenzo will work on the workshop PowerPoint template, and Dr. Love will work on the IE report template to be used at the workshops. These items are asked to be sent to Dr. DeVincenzo by Monday, March 7<sup>th</sup>. The documents will be shared with the Committee for additional comments and revisions, which are due by Monday, March 21<sup>st</sup>.

Lastly, the Committee needs to review the interim reports for Dr. Chapman, which are due to the Provost Office on March 3<sup>rd</sup>. Dr. DeVincenzo will send out a schedule, similar to the previous one, to the Committee. Everyone is asked to read the interim reports and identify trending areas of concern by Monday, March 28<sup>th</sup>.

The next meeting date and time will be determined.

Meeting was adjourned at 2:38 p.m.

Submitted by Laure Dorton