

# **Council for Institutional Effectiveness Meeting Minutes –January 11, 2005**

**Members Present:** Chris Crawford, Larry Gould, Paul Adams, David Goodlet, Tom Jackson, Cindy Elliott, John Ross, Shala Bannister, Steve Williams, Ed Mills, Jeff Briggs, Diane Scott, Carol Solko, and Phillip Woodford.

**Members Absent:** Patti Griffin, Dennis King, Deb Mercer, Dave Schmidt, Larry Getty, Dan Heater, Joey Linn, Craig Karlin, Bill Smriga, and Erika Taylor.

**Next Meeting:** Tuesday, February 21, 2005, 3:00-4:00pm  
Trails Room – Memorial Union

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## **I. Call to order**

- Meeting called to order at 3:00 p.m. by Chris Crawford.

## **II. Reports and Information**

- Chris announced that the 2004 AQIP Systems Portfolio was mailed last Friday (January 7, 2005). The portfolio is reviewed by a team of six or seven people from across the nation, and the appraisal process takes about four months. We are the first university to have our systems portfolio reviewed by a representative from the U.S. Department of Education, who is one of the members of the appraisal team.

All members of the Council for Institutional Effectiveness committee will receive a copy of the Systems Portfolio, which is at the FHSU Print Shop now. Larry suggested that the committee members look at the sections in the portfolio that pertain to them and continuously improve it and the related systems in their departments.

- Larry Gould reported that in addition to the Systems Portfolio, the Virtual College (distance education) report was submitted to NCA. The feedback received thus far is that the delivery program for our distance education is in pretty good shape. We will be receiving a Statement of Accreditation System (SAS) which means that we are in compliance. However, it does not preclude us from having a site visit on our overseas distance education program.

### III. Council Actions

- 2005 Baldrige Criteria hand-out. Chris distributed the 2005 Baldrige criteria document for several reasons: (1) to determine if there is an interest for FHSU as an institution to apply for the Kansas Award of Excellence; (2) to provide information to individual divisions/departments who may be interested in applying for the Kansas Award of Excellence; and (3) for general information to the committee of the criteria set forth in the 2005 Baldrige application. Steve Williams indicated that Management and Marketing is going to apply and possibly the other departments in the College of Business and Leadership. John Ross indicated that the library will apply for a level 2 award.

Baldrige awards consist of two certificates and the Kansas Award of Excellence. Any unit of the university can submit an application. The national and state competitions are separate, and to apply for the national award, an organization must win a state award.

- Designing the Year of the Department: The goal of the Year of the Department is to challenge academic departments to tighten up and strengthen their processes. The Year of the Department can also extend to non-academic departments in that they can look at their processes which may need strengthening and target them for improvement. The intent of the Year of the Department is that it is defined by the chairs and department faculty; that is, faculty-driven assessment, deliberately considering and addressing challenges within a department. Possible major themes of improvement are: assessment, criteria for promotion and tenure, curriculum development, and targeting a particular performance agreement goal or AQIP goal.

There was general discussion about the need to align the performance agreement goals, AQIP goals, and systems portfolio and that departments should strive to have flowcharting processes; that is, be able to show processes and feedback of improvements.

- Drilling down into the Performance Agreement Goals: The proposed matrix was reviewed. It was suggested that a “responsibility” column be added and possibly a “strategy” column, too. The purpose of working on the matrix is to develop an “operational plan for the strategic plan.” It was also suggested that the performance scorecard could be used, too.

There was general discussion about the performance agreements. The targets in the agreements are over a three-year period, but reporting is required annually to the Kansas Board of Regents (KBOR). The first performance agreement was a short year – July 1, 2004 through December 31, 2004, and the report to KBOR is due in March 2005. The first full year

performance agreement began January 1, 2005, and ends December 31, 2005. The report for that agreement will be due in March 2006.

**V. Adjournment**

- Meeting adjourned at 4:00 p.m.

**VI. Next Meeting:** Tuesday, February 21, 2005, at 3:00 p.m. in the Trails Room.