

## **Council for Institutional Effectiveness Meeting Minutes – October 17, 2006**

**Members Present:** Chris Crawford, Dan Kulmala (for Richard Lisichenko), Jeff Briggs, Shana Meyer, Craig Karlin, Bill Smriga, Carol Solko, Drew Thomas, Dennis King, Debbie Mercer, Mike Drees, David Schmidt, Jane Rajewski and Robert Degenhardt

**Members Absent:** Larry Gould, Paul Adams, Patti Griffin, Steve Trout, Richard Lisichenko, Cindy Elliott, Steve Williams, Jim Schreiber, Joey Linn, Paul Adams, Shala Mills, and John Ross

**Next Meeting:** Tuesday, December 19, 2006, 3:30-4:30 p.m.,  
Field Conference Room, Sheridan Hall

---

### **I. Call to order**

- Meeting called to order at 3:30 p.m. by Chris Crawford.

### **II. Reports and Information Items**

- **AQIP Quality Checkup Visit (Jan 31 – Feb 2) (Handout 1)** – Chris reported that AQIP now requires a Quality Checkup Visit as part of its accreditation process. This is a new process for AQIP; only a few institutions have gone through a quality checkup visit. There will be a meeting with Council for Institutional Effectiveness with the two representatives for the Quality Checkup Visit.

There are about seven FHSU employees who are AQIP appraisers now. If anyone would like to become an appraiser, contact Chris.

- **2007 KBOR Performance Agreement (Handout 2)** – Chris distributed the amended, proposed performance agreement, which has not yet been approved by KBOR. The agreement has been modified at the request of the KBOR staff several times. The agreement is now before KBOR this month for approval. It is most likely that these goals, once approved by KBOR, will be the goals for the next four years for the institution.
- **Academic Audit (Handout 3)** – Chris shared information with the committee about the Provost's initiative, Year of the Department, which primary activity is the Academic Audit. The academic audit is a focused examination of the academic programs. Each department is requested to conduct an academic audit on at least one program by the end of this academic year. This is a great opportunity for academic units to thoroughly review their programs.

- **Kansas Center for Performance Excellence (KCPE)** – In April 2006 FHSU began managing the KCPE, formerly the Kansas Award for Excellence. It is the organization which provides the state award using Baldrige criteria for the State of Kansas. There are various FHSU units/departments which have in the past participated/submitted applications. The process is particularly useful for its feedback reports. It takes time to write the application but well worth the effort; the benefit is very substantial. Chris recommended that one become an examiner first before writing an application, if a department/budget unit is interested in completing an application. It will assist in writing the application. There are various options other than writing full applications, i.e. write at a category level which is the least labor intensive (15-page report).
- **DRAFT Employee Engagement Survey (Handout 4)** – Chris reported that FHSU does not have a systematic way to get feedback from employees (faculty, staff, student employees). Chris asked for volunteers for a subcommittee to finalize the survey. He expects that it would be a commitment of about three hours to finalize it. When the survey is finalized, it will be submitted to Dr. Hammond for his review and approval.

### III. Council Actions

- **Unit Progress on University Goal Achievement (Handout 5)** – This is a new document for budget units/departments to use as a tracking document for university goals performance. It is the expectation that all budget units complete the forms.
- **2006 NSSE/FSSE Subcommittee** – NSSE has provided the university with a lot of data within the NSSE and FSSE survey results which are relevant campus-wide, not necessarily just on student assessment. Chris asked for volunteers for a subcommittee to drill down into the data. He would like the results of analysis shortly after the holiday break.
- **Employee Engagement Survey Subcommittee** – Chris would like to implement the survey by December 1. The survey will be anonymous and done in-house. Subcommittee members are: David Schmidt, Shana Meyer, Deb Mercer; Jane Rajewski, and May Schumacher. A meeting will be set for early next week.
- **Spotlight on Methods: Dashboard (Handout 6)** – No handout – handout will be provided at a later date.

### IV. Adjourn

Meeting adjourned at 4:30 p.m.

**VI. Next Meeting:** Tuesday, December 19, 2006, 3:30 p.m., Field Conference Room, SH