

Council for Institutional Effectiveness

Meeting Minutes – October 28, 2004

Members Present: Chris Crawford, David Goodlet, Cindy Elliott, Steve Williams, Jeff Briggs, Dave Schmidt, Joey Linn, Diane Scott, Carol Solko, Bill Smriga, and Phillip Woodford.

Members Absent: Larry Gould, Paul Adams, Patti Griffin, Tom Jackson, Dennis King, John Ross, Shala Bannister, Deb Mercer, Ed Mills, Larry Getty, Dan Heater, Craig Karlin, and Mitchell Hall.

Next Meeting: Thursday, November 11, 2004, 3:00-4:00pm
Pioneer Room – Memorial Union

I. Announcements

- Meeting called to order at 3:10 p.m. by Chris Crawford.

II. Reports and Information

- Year of the Academic Leadership and Year of the Department: The Dean/Chair Orientation series this year provides an overall level of increased knowledge to both new and experienced chairs which will help them in developing and attaining their department goals for the Year of the Department next year.
- Chris attended the AQIP Systems Appraiser training in Chicago.

III. Council Actions

- Drilling down into the Performance Agreement Goals: The performance goals have been submitted to the Board of Regents but have not officially been approved. However, Chris is confident that they will be approved as submitted. Generally, the performance goals have an outcome measurement of 10% increase over three years in most areas.

There was a general discussion about actions presently being taken to achieve the performance goals. Some actions discussed are e-Leadership, which has been initiated by the Leadership Studies department; additional advisors requested to be added to Academic Advising; increased funding for Virtual College; and scholarship funding targeting Hispanic population in Southwest Kansas.

- **Designing the Year of the Department:** In designing the Year of the Departments, departments can target several areas: marketing of their departments, curriculum, catalog, majors (demographic study), and tenure-promotion issues. Departments can look at programs and segments, and conduct focused discussion on the quality of their programs. Regularly scheduled department meetings should be substantive.

Phil Woodford asked if classified staff are to be involved in the Year of the Department, and there was consensus among the committee that classified staff will be part of the departments' initiatives for the Year of the Department.

Chairs are instrumental in the Year of the Department. Department initiatives have been combined into one document which can be shared among all departments so that departments can see what is working well for other departments and possibly incorporate some of those successful strategies in their departments.

There was discussion of a Council of Chairs which would come together and share best practices. This is a goal for next year, too.

- **Spotlight on Methods (Project Management):** Chris shared literature on "Ten-Step Project Management."

V. Adjournment

- Meeting adjourned at 4:05 p.m.

VI. Next Meeting: Thursday, November 11, 2004, at 3:00 p.m. in the Pioneer Room.