

Minutes

Council for Institutional Effectiveness February 5, 2003

The Council for Institutional Effectiveness met Wednesday, February 5, 2003, at 3:30pm in the Trails Room of the Memorial Union.

Members present: Rob Scott, Larry Gould, Tom Jackson, Mike Michaelis, Shala Bannister, Chris Crawford, Debbie Mercer, Mary Martin, Dave Schmidt, Larry Getty, Diane Pfeifer, Carol Solko, Brian Kinnaird, and Janice Davidson.

Members absent: John Heinrichs, Patti Griffin, John Ross, Jeff Briggs, Robert Manry, Joey Linn, Deborah Allen, and Cindy Elliott.

1. Call to Order

Rob Scott, Assistant Provost, called the meeting to order.

2. AQIP Departmental /Unit Reporting Books (2002)

With the committee's permission, Rob Scott will place the 2002 Academic Units and Service Units Binders containing the AQIP compliance information at the Reference Desk in the Forsyth Library.

Rob reported we have reached a milestone in data collection, 71 out of 73 programs have submitted data. The two that are still outstanding had incurred some changes and will have their data finished and submitted shortly.

3. Single Common Report (department level)

This process started 2 months ago because some of the same statistics was needed at various times by different people for assessment reasons. The goal is to create a single document as a matrix to be time efficient. Dr. Gould is reviewing the latest version and it should be completed shortly.

4. NSSE Report from Faculty Senate workgroup

Dr. Lisichenko is on the student affairs sub-committee of the Faculty Senate. They are reviewing last year's results for FHSU's weaknesses and strengths and will determine tangible methods in which we can improve our performance. A report will be given at the March Faculty Senate meeting.

5. NSSE 2003 Update

A copy of the 2002 NSSE report was distributed with in-depth detail of FHSU's information. They conducted surveys in five categories: Level of Academic Challenge, Active & Collaborative Learning, Student-Faculty Interactions, Enriching Educational Experiences, and Supportive Campus Environment. As you can see from the data, freshmen have rated us low, whereas, seniors have rated as high. Please know that as students progress through school, their ideals change too.

6. AQIP Goals Reporting Matrix (2002)

Last year the College Coordinators gathered the key indicators for the five AQIP goals that were set for FHSU that included: to Develop the Workforce Baccalaureate, Reengineer the

Student Information System, Attract and Retain a High Quality Student Body, Map Processes and Procedures in the Virtual College, and Foster an Environment Conducive to Research and Creative/Scholarly Activity.

These are fluid documents that will change when one goal has been achieved, such as the workforce baccalaureate. Collection of data will begin in July on the progress of the other goals.

7. AQIP-9 Value Criteria Matrix (2002)

Rob informed everyone that there are two schools of thought on how the AQIP process should be completed. One method is to have 10-15 Indicators for each goal while the other method is to have 4-5 for each goal.

A copy of the AQIP Value Criteria Reporting Elements-Year One was distributed. Criteria for goals 1 and 9 have not been entered yet, however data has been collected. This document will become the backbone of our systems portfolio, which is approximately 100 pages and is submitted every 3 years. The Institutional CQI at FHSU is due October, 2003. Rob is starting the process now and will have assignments at the April meeting.

8. Performance Scorecard Workgroup Initial Meeting

The President distributed FHSU's 2003 Performance Scorecard to Kansas Legislatures last week. Thanks to everyone who worked on last year's scorecard. Due to your excellent data collection, this year's scorecard was very easy to build upon and only need minor revisions. Rob is making up the workgroup now to start on the next one, please contact him to let him know if you would like to be involved, or to give him someone who you think should be involved.

9. UW-Stout Conference

The University of Wisconsin-Stout was the first institution of higher education to be awarded the Baldrich Award. Rob recently attended a conference hosted by UW-Stout that gave instructions and guidelines on how to apply for a Baldrich Award. Rob found the conference very interesting and was impressed with the fact that they composed themselves on the same level as any other institution. They did inform him that the university had hired a professional consultant to write the application and that they conducted surveys for everything including cereal. However, they did not hassle anyone if a survey wasn't returned. In reviewing their application, it was very well written with no wasted wording, they included statistics with graphics, and stated procedures and facts. Rob has copies of their application, please contact him if you would like one.

10. KAE (2003) Application Status

As you may know we applied for a Kansas Award of Excellence Level 1 in 2001 and was accepted. FHSU is the first Kansas 4-year institution to have been awarded a Kansas Award for Excellence award. We did not submit an application in 2002 since we were in the transition of shifting from Vision 20/20. However, the Justice Studies program submitted a Level 1 application and was accepted. A group from FHSU recently attended a pre-application workshop. For 2003, the Institution will apply for a Level 2 award while the Justice Studies, Teacher Education, and Forsyth Library will all apply for a Level 1 award.

Dr. Gould pointed out that to continue to strengthen FHSU and to deliver on our promise of "Affordable Success", parents and future students want to see evidence of our successes. He encourages all departments/units to apply for an award. When an individual, department

and/or program has been awarded, please inform Rob and he will inform University Relations to get it posted on the web and publicized.

Brian also stated the KAE will allow their logo to be placed on our letterhead so that recognition can be seen.

11. Genesis of Good Practices Committee

John Heinrichs, President of Faculty Senate, believes there is a very important relationship between teaching and evaluations. He and Paul Adams have formed a sub-committee for Good Practices. Paul has distributed articles regarding good practices in teaching. They are to report back to the Faculty Senate in March with practices and procedures relevant to FHSU. Dr. Gould also noted that in looking at some of our course syllabi, our instructors are not assigning enough writing assignments. This item also is directly related to the NSSE report. Suggestion was made to form a university-wide committee to make recommendations and to make analytical reviews. Rob will send an e-mail to ask for people to serve on the committee.

12. AQIP Research Goal Organizational/Reporting Elements

Since the University has implemented the Bachelor of Science in Technology Studies, the AQIP goal #1 has been achieved and we can now move on. The Faculty Senate and the Provost supports the initiative to improve FHSU's research environment so that we can increase the number of grant applications and awards and the number of publications. Dr. Gould wants immediate action on this issue. He requested Tom Jackson to coordinate and schedule a meeting to start the proceedings. Steve Trout, Bob Rooks and John Heinrichs have all agreed to participate. Funds have been designated to this project.

13. Examples of department/unit level assessment tools for the AQIP web site

Rob asked for suggestions to obtain the assessment tools used by departments and units. He frequently gets calls asking for examples. He does have some posted on the web site, but would like more. Suggestion was made to send out a campus-wide e-mail asking for a brief description of their method of assessment. In addition, departments can utilize Zoomerang, a program FHSU has purchased. Shala also suggested the sub-committee review the binders we have and make some contacts.

14. Systems Portfolio

Rob has collected most of the data and has begun to work on the first draft.

15. Other Business

Two Initiatives: Institutional AQIP web page and Development of a Template.

This will serve as a means of communicating information that is unique to each department, the yearly focus, and can link to initiatives on their page. By developing the template; the goal, key performance indicators, timeline, and the contact person will all be listed and easily assessable.

The Regents are working on a performance agreement that will include all Universities, Community Colleges, Washburn, and the Technical Schools. How we use the results from our assessment tools to improve our performance is very important to the Regents. Senate Bill 345 and 647 could qualify us to receive monies each year based on our improvement and performance.

16. Adjournment

The meeting adjourned at 5:00pm

cc: Dr. Edward H. Hammond