

## **Council for Institutional Effectiveness Meeting Minutes – June 20, 2005**

**Members Present:** Larry Gould, Chris Crawford, Win Jordan, Tom Jackson, Cindy Elliott, Janis Taylor for Dennis King, Steve Williams, Jeff Briggs, Joey Linn, Diane Scott, Craig Karlin, Carol Solko, Bill Smriga, and Phillip Woodford.

**Members Absent:** Paul Adams, Patti Griffin, John Ross, Shala Bannister, Deb Mercer, Larry Getty, Dan Heater, and Mitchell Hall.

**Next Meeting:** Monday, June 18, 2005, 3:00-4:00pm  
Pioneer Room – Memorial Union

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

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

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

- Student Readiness Inventory. Pilot project from ACT administered through Student Affairs in Fall 2004 to freshmen. Freshmen in Communication I, English Comp, and other General Education classes completed the inventory. Diane Scott explained that Noel-Levitz also has a similar inventory instrument, and she estimated the cost for the Noel-Levitz inventory to be \$7-8 per survey. Survey results were forwarded to the Retention Committee for their review.

Larry Gould asked the student affairs committee members whether there was data compiled as to the retention rates of those students who were enrolled in the class EAC 103 Succeeding in College. Patti Griffin and Herb Songer may have this information.

- Higher Education Research Institute Faculty Survey Report. The report was distributed to the committee. The HERI survey is nationally benchmarked and conducted every three years. Chris suggested that the data in the report be analyzed and processed by a subcommittee.
- AQIP Systems Appraisal. The Feedback Report was distributed to the committee. Seven people evaluated FHSU's systems appraisal report, including one member of the US Department of Education. Each section of the university report was evaluated on a seven-point scale. FHSU re-

ceived six “3’s”, 2 “2’s”, and 1 “1”. A rubric defining the seven-point scale will be distributed to the committee by email. Chris suggested that the committee spend some time reviewing the report. The next step in the appraisal process is a strategy forum at which time six to eight FHSU representatives will go to Chicago and meet with AQIP staff to develop action projects based on the institutional report and feedback report.

### III. Council Actions

- Need for Processing...Subcommittees? The challenge for this committee is that there is a glut of data but there needs to be data assessment. The Assessment Steering Committee has analyzed the NSSE, General Education and Senior survey data in detail this past year. However, other data results, such as HERI, needs to be analyzed.

Larry suggested that the various databases be updated as to who is analyzing the data right now; that is, a “map” of data analysis institutionally done, then come back to this committee to determine the next steps that need to be taken.

Larry suggested that one area that needs to be evaluated is distance education, namely, best practices relating thereto and the quality of distance education.

- FY2006 Performance Agreement Goals. A draft of the FY2006 Performance Agreement goals was shared with the committee. The University Strategic Planning Committee will be reviewing the proposed goals next week. They are required to be submitted by July 15, 2005. The first goal and related KPIs were discussed at length and changes were recommended as to which KPIs should be used. The second goal was briefly discussed.
- Training Needs Assessment. Tabled until next meeting.
- Spotlight on Methods: Using KPIs as an Organizational Scorecard. Chris shared article. Larry encouraged committee to consider a subscription to Bettermanagement.com.
- Other: Larry informed the committee that the President is considering opening a “storefront” in Garden City in the next few years. Larry asked them to think strategically for their departments/units and consider how this approach will help them.

**V. Adjournment**

- Meeting adjourned at 4:30 p.m.

**VI. Next Meeting:** Monday, July 18, 2005, 3:00 pm, Pioneer Room, Memorial Union