

Council for Institutional Effectiveness Meeting Minutes – August 15, 2005

Members Present: Larry Gould, Chris Crawford, Paul Adams, Win Jordan, Patti Griffin, Tom Jackson, Shala Bannister, Steve Williams, Jeff Briggs, David Schmidt, Larry Getty, Joey Linn, Diane Scott, Craig Karlin, Carol Solko, Kiley Eisenhour, and Bill Smirga.

Members Absent: Cindy Elliott, Dennis King, John Ross, and Phillip Woodford.

Next Meeting: Tuesday, September 20, 2005, 3:30-4:30 pm
Field Conference Room – Sheridan Hall

I. Call to order

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

II. Reports and Information

- Agenda and next meeting? Meeting dates for 2005-2006 were discussed. It was the consensus of the committee members present that Tuesday or Thursday late afternoons work best for meetings. May Schumacher will finalize the meeting dates and locations and forward notices to the committee through Lotus Notes.
- AQIP Systems Appraisal Feedback report – Executive Summary DRAFT: Chris Crawford shared the draft of the Executive Summary which he will finalize in the next couple of weeks. Revisions were suggested, which Chris will incorporate into the final version.

The next step in the review process is a strategy forum which will take place at the Higher Learning Commission in Chicago February 1-4, 2006. There are usually up to 12 university representatives that attend the forum. It is a means for setting new AQIP goals, setting the direction for the university. If anyone has an interest in going or has suggestions, please contact either Chris or Larry. A “comments” link will be added to the university’s AQIP website for input by the university at large.

AQIP offers appraiser training for individuals who are interested in appraising other institutions. Currently FHSU systems appraisers include Chap Rackaway, Mark Stutz, Richard Lisichenko, Michael Martin, Patti Griffin, John Ross, and Chris Crawford.

- First Year Experience Update: Diane Scott gave an overview of the First Year Experience program. The program has three components. The first one is the kick-off, new student orientation. This year all new freshmen and transfer students are required to attend the orientation, which includes a keynote speaker, an ADP presentation by Chap Rackaway, a session to discuss citizen engagement and ask students to sign a commitment, lunch, and department socials. The second component is the Tiger Series workshops which will be conducted throughout the year on topics such as note taking skills, financial aid, career exploration, etc. The third component, which is still being developed, is the first-year residential experience. Faculty mentors are being recruited. Chap Rackaway is one of the faculty that has volunteered to serve in this capacity.

It was requested that information on the first-year experience activities be shared with all academic departments for informational purposes.

There was a discussion about Student Affairs activities for virtual students. Currently there are two classes available for virtual students: a career class and a “Succeeding in College” course. There are no freshmen orientation classes for virtual only students.

Diane is responsible for assessment of the first-year experience program. The assessment information may be necessary for the next AQIP appraisal.

- NCA Distance Education Action: Chris shared the review panel report. The next step in this process is that the NCA standing committee determines whether FHSU should be receiving accreditation for offering distance education programs. Based on the review panel report, a favorable decision is expected within the next few days.

The 1992 NCA visit approved distance education courses but not distance education programs. This recent decision will approve distance education programs. A site visit for the China program may be delayed. It is important, however, that the university address assessment of the distance education programs so as to target areas that may need improvement.

- NSSE: Chris reported that the 2005 NSSE results have been received. The 2005 survey included only on-campus students, while in past years all students (virtual and on-campus) were asked to complete the survey. There were significant differences in some areas when comparing the 2005 data to previous years' data. Senior survey data for 2005 graduating seniors has also been received. The committee will receive copies of both survey results.

Larry distributed copies of the Educational Pathways recent issue which highlights the university's Chinese partnerships. The article will also appear on the FHSU website.

- Feedback on Dean/Chair Orientation and Department Annual Report: Chris shared feedback results on last year's dean/chair orientations and the department annual report process. The dean/chair orientations will continue in some fashion this year. Larry also announced that there will also be an "academic annual report" which incorporates the academic departments' annual reports into one document.
- YOTD: This year is the Year of the Department: A Call to Engagement. Departments will have the opportunity to bring AQIP to the faculty level and to review their curriculum, assessment, etc. in terms of quality and determine ways that the departments can improve on their processes. A department can have an academic audit done, which is qualitative in nature. Departments can also enter into department performance agreements with the Provost's office wherein funding can be tied to the department performance agreement goals. It is also an opportunity for departments to review and rework their affinity diagrams. The Year of the Department does not necessarily apply only to academic departments but also to Student Affairs and Administration & Finance departments.
- FHSU Quality Improvement Dataset: Chris reported that Quality Champions has been working on a dataset document. The document will be shared with this committee in a month or so.

III. Council Actions

- Tactical Initiatives for KBOR Performance Agreements: Tabled.
- Subcommittee Reports – Deadline? Tabled.
- Spotlight on Methods: Process Mapping: Chris shared information on process mapping. If anyone is interested in process mapping, he suggested looking at the US Department of Navy quality improvement methods/techniques which are excellent resources. There are several flow-chart software programs on the market, including freeware. Dave Schmidt suggested Visio which he uses. He will get a price estimate on purchasing Visio software and share it with the committee.

V. Adjournment

Meeting adjourned at 4:30 p.m.

VI. Next Meeting: Tuesday, September 20, 2005, Field Conference Room, Sheridan Hall.