

# Council for Institutional Effectiveness

## Meeting Minutes – August 26, 2004

**Members Present:** Larry Gould, Chris Crawford, Patti Griffin, Tom Jackson, Dennis King, John Ross, Steve Williams, Ed Mills, Dave Schmidt, Joey Linn, Craig Karlin, Carol Solko, Bill Smruga, and Erika Taylor (for Mitchell Hall).

**Members Absent:** Paul Adams, David Goodlet, Cindy Elliott, Shala Bannister, Deb Mercer, Jeff Briggs, Larry Getty, Dan Heater, Diane Scott, and Phillip Woodford.

**Next Meeting:** Thursday, September 23, 2004, 3:00-4:00pm  
Pioneer Room – Memorial Union

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### I. Announcements

- Meeting called to order at 3:10 p.m. by Chris Crawford.
- The following documents were distributed: KPI indicators for AQIP quality criteria, Performance Agreement Application and Reporting Form, NSSE 2004 Overview and related institutional reports, and FSSE 2004 Overview and related institutional reports.

### II. Reports and Information

- Systems Portfolio Update: Systems portfolio is being circulated for review. The original September deadline for submission most likely will not be met; however, the Systems Portfolio will be submitted by the November deadline. We can expect feedback in approximately four months.
- Report on KPIs and Data Collection for FY2004: KPI criteria are being fine-tuned. If committee members find any minor changes that need to be made, they should contact Chris Crawford. Data collection for the KPI's is also in process.
- Performance Agreements: Performance agreement was filed July 15, 2004, with the KBOR, and revisions have been suggested. The KPI's and institutional goals are okay; verbiage on page 5 may change.

Larry Gould announced that KBOR representatives will be visiting FHSU campus on September 27, 2004. Larry strongly recommends that the col-

leges and departments look at and concentrate on the institutional goals that may need attention in their colleges/departments.

Performance agreements will be an important factor as to how KBOR will evaluate Kansas institutions for funding. Larry pointed out that performance agreements can bring strategic planning and AQIP together and ideally the goals for strategic planning, AQIP and performance agreements should be aligned. Action plans related to the performance agreements will be viewed favorably.

- 2003-2004 NSSE and FSSE Data: NSSE and FSSE results were provided to the Council. Chris suggested that when reviewing the data, members should compare NSSE data to FSSE data to see similarities or differences between students and faculty on various issues. The NSSE indexing indicators will be available in November.

A detail review of the data was not done at this meeting. Chris, however, suggested that a subcommittee be formed to look at NSSE data in more detail. Data relating to the number of student respondents substantially increased from previous years, which made for a better sampling, but not an ideal sampling. Continued announcements by faculty to students about completing the NSSE evaluations are encouraged.

### **III. Council Actions**

- Formulate New Action Projects: There was discussion about future action projects. Action projects are typically three years in duration. The research environment and American Democracy Project are two action projects that will most likely be retained.

Larry Gould reminded the Council that the Strategic Planning Committee sets the institution's action projects. This Council can submit to the Strategic Planning Committee suggested action projects for its consideration and approval.

Ed Mills indicated that NCATE is an ongoing responsibility for the College of Education for the next three years. It should be a piece of a continuous quality action project but not necessarily an action project in and of itself.

There was discussion as to an action project targeting increased support for virtual student needs. It was suggested that this could be more of an AQIP goal rather than a performance agreement goal. There was also discussion of prioritizing the various issues involving virtual student needs. Chris asked Erika Taylor, representative of SGA, to discuss the issue of student needs, both virtual and on-campus, in a future SGA meeting, and bring back their concerns to this Council.

- Drilling down .... 2005 Year of the Department: There was discussion about the goal of making 2005 “year of the department” in which departments will be encouraged to develop a strategic planning process for their departments and also that faculty become “institutional citizens” in that they not only are allegiant to their departments but also to the institution as a whole. Faculty will be encouraged to define their own projects/problems in the spirit of AQIP and the performance agreements.
- Spotlight on Methods (PDCA): Chris asked the Council to consider what methodologies or techniques that could be used to implement institutional effectiveness and bring those ideas to the Council for further discussion.

Chris circulated a problem-solving process entitled “PDCA Model – Plan-Do-Check-Act” to the Council for their information.

#### **IV. Other**

When asked about his preliminary objectives in his new position as Director of Virtual College, Dennis King indicated that he is in the process of meeting with the deans and campus administrators. He is also working on policies and procedures for the Virtual College.

Larry Gould announced that there will be a committee formed entitled International Education Management Team which purpose will be to address issues relating to the university’s international students and its international education partners. One of the objectives to this committee will be to provide coherence to the international education arena of the university.

Steve Williams updated the Council on the AACSB (Association to Advance Collegiate Schools of Business) accreditation process. The application is being completed and some initiatives are underway. It was suggested that the AACSB accreditation could be one of the three-year action projects, or that national accreditation, as a whole, could be an action project.

Joey Linn announced that international students from the three international universities should be enrolled and included in the 20<sup>th</sup> day official enrollment.

#### **V. Adjournment**

- Meeting adjourned at 4:25 p.m.

- VI. Next Meeting:** Thursday, September 23, 2004, at 3:00 p.m. in the Pioneer Room.