

Council for Institutional Effectiveness Meeting Minutes – September 23, 2004

- Members Present:** Chris Crawford, Paul Adams, David Goodlet, Patti Griffin, Tom Jackson, Dennis King, John Ross, Steve Williams, Ed Mills, Jeff Briggs, Dave Schmidt, Craig Karlin, Carol Solko, and Phillip Woodford.
- Members Absent:** Larry Gould, Cindy Elliott, Shala Bannister, Deb Mercer, Larry Getty, Dan Heater, Joey Linn, Diane Scott, Bill Smruga, and Mitchell Hall.
- Next Meeting:** Thursday, October 28, 2004, 3:00-4:00pm
Pioneer Room – Memorial Union
-

I. Announcements

- Meeting called to order at 3:10 p.m. by Chris Crawford.
- The following documents were distributed: Mapping e-Quality: Strategic Planning; University Goals & Objectives for 2004; FY2005 Department Annual Report of Continuous Improvement template; and *Software Magazine* article; ASQ News: Quality Progress article.

II. Reports and Information

- KAQIP Update: There are 12 Kansas institutions who participate in AQIP and who form KAQIP. FHSU is the only four-year public institution; Tabor University and Southwestern College are the four-year private institutions; the rest of the members are community colleges. Friends University and Hesston College are possible future participants.

KAQIP will meet in mid-November either in Wichita or Hutchinson. If anyone is interested in attending this meeting, contact Chris.
- Report on Strategic Planning alignment: The Mapping e-Quality: Strategy Planning document was discussed. The Provost is working to move the University goals to University themes. That is, the Strategic Planning for the university would include ten themes with goals set out for each theme. The Strategic Planning Committee meeting is set for Friday, September 24th.

- Year of the Academic Leadership and Year of the Department: New Dean/Chair Orientation sessions have been scheduled for this academic year for not only new deans and chairs but also for the experienced deans and chairs. There will be a variety of topics discussed in the series. There is a website created, www.fhsu.edu/alq, which provides a list of the training topics and PowerPoint presentations.

The move to the Year of the Department involves looking at individual processes in the department and aligning them with the AQIP criteria. It is hopeful that this process can begin next year.

There was discussion about alignment of the AQIP goals, performance agreement projects, and university strategic planning. One goal discussed is to move the performance agreement projects into action goals, but the challenge is that some of the projects are short-term, whereas AQIP goals should ideally be more long-term. There was general consensus that it would be helpful for departments to have some type of alignment between all three areas (AQIP goals, strategic planning, and performance agreement projects).

III. Council Actions

- Discuss New Action Projects: The deadline for action plans was discussed, and it was the understanding of the committee that they are due October 1st. The committee discussed how action plans are funded and what is needed to write successful action plans. It was suggested that successful action plans should use the university strategic planning and performance agreement goals as guidelines. The departments need to have information on the AQIP and performance agreement goals as reference points in writing their action plans. Creation of some type of matrix incorporating the AQIP and performance agreement goals would be helpful.

The three deans in attendance at the meeting were asked if they use the performance agreement goals when considering their departments' action projects, and they all did.

Chris inquired of those members in attendance if this council should submit an action plan. There was discussion that with the tremendous increase in students the last couple of years, there is a real need for increased student support in departments such as Financial Aid, Advising, Virtual College and Student Fiscal Services.

The need for feedback for unfunded action projects was discussed and shared with David Goodlet and Phillip Woodford, two members of the Strategic Planning Committee.

Drilling down into the Performance Agreement Goals: A future challenge is getting the goals into the university culture and allocating responsibility for the goals.

- Spotlight on Methods (Building Digital Dashboards): Chris shared information and benefits of using digital dashboards in the departmental annual report.

V. Adjournment

- Meeting adjourned at 4:10 p.m.

VI. Next Meeting: Thursday, October 28, 2004, at 3:00 p.m. in the Pioneer Room.