



Name of Committee: Institutional Effectiveness Advisory Committee

Date: September 13, 2018

Committee Members Present:			Committee Members Not Present:		Guest Attendees	
Dr. Michael McGinnis	Sharon Back	Tonya Gaddis	Dr. Cheon-Woo Han	Dr. Kerri Camp		
Kim Harvey-Livingston	Halley Graham	Sharon Brown	Dr. Leanne Coyne	Dr. Osama Shoair		
Brittany Childs	Cindy Strawn		Dr. Cheryl Parker	Dr. Kim Laird		
Dr. Ken Wink	Dr. Lou Ann Berman		Jerry Stuff	Sarah Bowdin		
Wendy Duncan	Dr. William Geiger		Dr. Mary Fischer			

AGENDA ITEM	DISCUSSION	ACTION
Assessment and IE Overview	<p>Discussion involved connection of micro and macro assessment as referenced in SACSCOC; “Micro” assessment is an important role of the Assessment & Planning Committee working with College Assessment Coordinators and the AIE Office. “Macro” assessment includes “Micro” assessment reporting but with a broad focus on institutional effectiveness including assessment of the Strategic Plan. The new Strategic Initiatives and Operations Division includes a new office for Strategic Plan Assessment.</p> <p>The value of assessment is in the process of analyzing assessment results among the department staff/academic program faculty for discussions on future planning.</p>	
SACSCOC Timeline and Process	<p>Narratives for the SACSCOC assessment standards in the UT Tyler Compliance Certification will include reports from the three most recent completed assessment cycles for external reviewers. For many other standards, this is our year of record and the SACSCOC Steering Committee is continuing meetings to identify areas needed and to write narratives. Our goal is to provide evidence that we meet each standard. The Compliance Certification deadline to the president is July 1, 2019 and will be sent to SACSCOC in September 2019. One Year!!</p>	<p>Website and catalog should be reviewed and updated at least annually.</p>
Assessment timeline and rubrics	<p>The 2018-19 Assessment Plan Review Rubrics have been updated for undergraduate, graduate, administrative and academic/student support service areas.</p> <p>The Academic/Student Support Service rubrics were updated to include a Student Outcome not just service or SLOs.</p> <p>Graduate program rubrics contain statements from SACSCOC regarding progressively rigorous academic content, student participation in appropriate scholarship/internships/research, and learning experiences in the discipline literature.</p> <p>The undergraduate program rubric has been modified to identify courses in which HIPs occur so that curriculum maps may be updated.</p>	<p>Share rubrics with colleagues in each division/department/academic program</p>

	Graduate and Undergraduate program rubrics were updated to include confirming the program Marketable Skills are current.	
Committee Goals	<ol style="list-style-type: none"> 1) Support the mission of the university by guiding ongoing, integrated, and systematic planning and evaluation based on an annual review of assessment findings 2) Strengthen the Campus culture of evidence based decision-making 	<p>End-of-year report will report on attainment of metrics for each committee goal.</p> <p>Feedback from committee members this year will be collected by survey rather than just anecdotal conversation during the end of year meeting.</p>
Annual Assessment Plan Review Schedule	<ul style="list-style-type: none"> • Annual Assessment Plan Update Deadlines: Academic units is November 16, 2018 Core Curriculum deadline is May 31, 2019 Administrative and Academic/Student Support Services is October 31, 2018 	As assessment plan updates are completed, contact AIE Office staff and/or College Assessment Coordinators to begin review meetings.
Adjourn	Adjourned at 3:20 PM	

Submitted: Tonya Gaddis



Name of Committee: Institutional Effectiveness Advisory Committee

Date: April 25, 2019

Committee Members Present:				Committee Members Not Present:	
William Geiger, Vice Provost, Dean of Graduate School, SACSCOC Liaison	Sharon Brown, University Advancement	Ken Wink, College of Arts and Sciences & Core Curriculum	Tonya Gaddis, AIE Office	Kim Harvey-Livingston, Student Success	Kerri Camp, Soules College of Business
Cheryl Parker, College of Nursing & Health Sciences	Lou Ann Berman, Assessment & Institutional Effectiveness	Halley Graham, Soules College of Business	Cindy Strawn, Information Analysis	Cheon-woo Han, College of Education and Psychology	
Jerry Stuff, VP Operations & Strategic Initiatives	Mary Fischer Faculty Senate	Wendy Duncan, College of Arts and Sciences		Christina Chatman, College of Nursing & Health Sciences	
Sarah Bowdin, Marketing and Communications	Kim Laird, Budget and Finance	Carlos Alvarez, College of Engineering		Sharon Back, College of Education and Psychology	
Brittany Childs, Community Engagement	Osama Shoair, Fisch College of Pharmacy	Michael McGinnis, College of Engineering		Leanne Coyne, Fisch College of Pharmacy	

AGENDA ITEM	DISCUSSION	ACTION
Approval of Minutes	None	Minutes approved unanimously as written.
SACSCOC Reaffirmation Timeline and Process Update	<p>The committee viewed slides that Dr. Belle Wheelan, SACSCOC President, presented at a recent LEAP Texas meeting. The information in Dr. Wheelan’s presentation, “Realizing the Promise of Higher Education Through Data” included the value of an assessment and institutional effectiveness oversight committee.</p> <p>Assessment should be ongoing, systemic, and used for continuous improvement. The role of the Assessment and Planning Committee is to ensure the assessment processes and practices are effective and contribute to continuous quality. On the surface, assessment is practiced ‘for’ accreditation, but the primary goal is to use results for planning improvement and updates.</p> <p>The presentation included a review of emerging issues in assessment including the emphasis that assessment results need to be disaggregated by delivery modality and location, including dual credit courses.</p>	
2018-19 End of Year Report	Committee members reviewed and discussed the 2018-19 End of Year Report and discussed how the future role and scope of the A&P Committee could better serve the campus community and would be the best use of time for committee members.	The I.E. Advisory Committee and the QEP Committee roles, responsibilities, and memberships should be reviewed

	<p>One suggested action plan to improve the assessment practices and processes included having College Assessment Coordinator collaborate with faculty to use Canvas to download and organize student work for faculty to analyze and determine curriculum updates.</p> <p>Originally, the A&P Committee members served as liaisons for the college or division they represented. Now that each college has a College Assessment Coordinator, a discussion was held on whether or not faculty members would continue in the future. Following lengthy discussion, consensus was reached that both faculty and College Assessment Coordinators should continue to serve on the committee.</p> <p>Similarly, consideration of the role of non-academic committee members was posed as to the most effective way to share assessment information and provide support within each administrative division. An annual assessment plan report will be sent to each VP summarizing the assessment plans in their division. Currently, the summary reports report for the previous and not the current assessment cycle because of the time to complete the assessment plan reviews. It was suggested that an institutional level summary assessment report should be presented to the President. This could be a collaborative report developed by the AIE Office and the A&P Committee members contributing information for their areas represented.</p> <p>The Assessment & Institutional Effectiveness Office plans to conduct an external peer review during the 2019-20 academic year. The A & P committee members will be an integral part of the external review self-study and meetings with the reviewer to consider how we can improve the committee leadership role for institutional effectiveness.</p> <p>Subcommittees for academic and non-academic plans were suggested.</p>	<p>and reorganized based upon recommendations from the review. Dr. Geiger and Jerry Stuff will lead the review of the QEP Committee and Dr. Berman will coordinate updates needed for the Committee restructure.</p> <p>College Assessment Coordinators will work with their college dean and faculty to pilot Canvas access.</p> <p>A faculty representative from each college will continue to be included in future Committee rosters.</p> <p>The AIE Office will draft a plan and template for an annual institutional assessment summary report over the summer. The report format drafts will be finalized by the A&P Committee in fall 2019. The Committee will present the initial institutional summary report to the president in the 2020 spring semester.</p> <p>The AIE External Self-Study report and the site visit will include the A&P Committee and priority action plans based on the external review report will be determined collaboratively with the Committee.</p> <p>The Committee will continue to meet as a full committee at the beginning and end of each academic year and for called meetings as needed. Separate academic and non-academic meetings will be scheduled at least once each fall and spring semester. Subcommittees will be assigned as needed with representatives from across campus.</p>
Adjourn	Adjourned at 2:58 P.M.	