



Minutes

Institutional Effectiveness Committee

Date | time 2/19/2020 10:00 AM | *Meeting called by* Amanda Gardner

Committee members

Laury Fiorello, Administration & Finance | Bob Freeman, Human Resources | Amanda Gardner, OAIE | Brandie Gibbs, Admissions | Tanda Morrison, Registrar | Taylor Ragland, Student Affairs | Jessica Spicer, Academic Advising | Ken Wester, OIS | Alisha Williams, J.D., Advancement

Began: 10:03 am

In attendance: Laury Fiorello via web meeting, Bob Freeman, Tanda Morrison, Taylor Ragland, Ken Wester, Amanda Gardner, and Kyle Love, OAIE GA (minute taker)

Agenda

- Approval of Agenda
 - Ken makes motion to approve, Laury seconds. Agenda approved.
- Approval of the Minutes from 18 December 2019
 - Taylor motions to approve, Ken seconds it. Minutes approved.
- Take-aways from CAS panel discussion and proposed date for Spring 2020 panel
 - Amanda asked what they thought about the panel and how it went.
 - Ken suggested have more specific agenda items. More organization could help.
 - Taylor suggested a different time as people do not want to spend their lunch and if at lunch time definitely have to provide lunch.
 - Ken suggested that we show a particular problem that a department faced and how they overcame it. Ask members what they did; specifically what role they played in the review.
 - Tanda said to have a small demo of WEAVE set up.
 - Laury suggested more direct questions to avoid the shyness. More direct questions prepared prior to the meeting.
 - Amanda asked if it would be helpful to send out the CAS report or an intro to it. Everyone agreed that it would help.
 - Amanda asked committee to send questions that would be helpful to ask the panel so they can refine the list of questions at the next committee meeting.

- The committee discussed dates for the next panel discussion. May 1st at 11 am was determined. All voted to approve this date.
- Taylor Ragland - update on Student Affairs CAS reviews progress
 - Taylor said they have five departments doing CAS reviews. They have moved to external reports. Two have completed their CAS and external review (Clinical Health Services and International Students) and the external reviewer is compiling a report due May 30th. Three departments are working on their external review (sexual violence services, parent family and programming services, post traditional and commuter services) with reports due in March/April. Each department has a set date for external review.
- CAS Review – Campus Police and Security Programs
 - Open discussion about the pros and cons of splitting up the review versus everyone reviewing the whole document.
 - Amanda split the document into three sections of four parts each and assigned committee members to review and make comments by the next committee meeting, March 18
 - Part 1-2-3-4: Taylor, Amanda, and Brandie
 - Part 5-6-7-8: Bob, Tanda, and Alisha,
 - Part 9-10-11-12: Laury, Jessica, and Ken
 - Next meeting will be designated for questions, gaps, and other issues that arose in the review
- Other business
 - New committee members?
 - Bob asked about writing a note to Miss Finkle for someone from A+F to join the committee
 - Amanda noted that committee members are recommended by Vice Presidents and approved by the AVPAA. She will discuss with Dr. Austin to move forward with new members.

Announcements

- AAACL Spring Conference – April 9 in Searcy (Harding University)
 - OAIE office reserves funds to cover registration and usually carpool if anyone is interested in going.

- Update on HLC Criteria review – Friday Forums schedule

Next meeting date

- March 18, 2020

ADJOURNMENT: 10:43 am