



Institutional Effectiveness Assessment Committee

Date | time 1/20/2021 10:00 AM | Meeting called by Amanda Gardner

Members: Brett Arrington, Drew Dickey, Amanda Gardner, Brandie Gibbs, Elizabeth Snyder, Jessica Spicer, Andrew Stadler, Alisha Williams

In attendance: Brett Arrington, Drew Dickey, Amanda Gardner, Brandie Gibbs, Elizabeth Snyder, Andrew Stadler, Alisha Williams

Minutes

The meeting began at 10:00 am.

- Committee members update
 - Taylor Ragland has recently left Tech.
 - Laury Fiorello left committee last fall.
 - Ken Wester is transitioning out of the committee and replaced by Andy Stadler.
 - A new committee member will be considered soon.
- Assessment schedule
 - “Non-academic” departments now referred to as “academic support” or administrative units.
 - Timeline for academic support annual review - calendar year or fiscal year? The committee has been asked to decide which calendar to follow.
 - Elizabeth noted that for Public Safety they tend to follow a fiscal year plan based on when students come back. Brandie mentioned potentially talking to departments and taking a majority but voted for the fiscal year. Brett, Andy and Drew both vote for the fiscal year.
 - The committee voted to go with the fiscal year for academic support assessment.
- CAS Assignments
 - Who’s assigned to what?
 - Andy – OIS (S20)
 - Brett – Human Resources (S21)

- Jessica – Ozark Enrollment/Student Services (S21)
- Amanda – Academic Affairs (S21), Grad Student Support Services (F20), Undergrad Research (S20), Registrar (F19), Career Services (S20)
- Alisha – Athletics (F20), Payroll (S21)
- Drew – Facilities Management/ Physical Plant (F20)
- Brandie – Procurement/Travel (S21)
- Elizabeth – Library (S21), MARCOMM (S21)
- Who should you contact?
 - Amanda will send an email to the appropriate department contacts and copy the committee representative on that email.
- What should you say?
 - Each representative should follow up with their contact to answer questions and support forward movement on the CAS assessment process. A suggested timeline is available in the CAS handout.
- Next meeting is February 17

Meeting adjourned at 10:20 AM.

Minute taker: Sydne Lorfing, Office of Assessment student worker