



Minutes

Institutional Effectiveness Committee

Date | time 3/18/2020 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

Meeting began at 10:00am via Webex Teams

In attendance: Tanda Morrison, Christine Austin, Brandie Gibbs, Alisha Williams, Ken Wester, Laury Fiorello, Taylor Ragland, Jessica Spicer, Amanda Gardner

Agenda

- Approval of the Minutes from 19 February 2020
 - Ken Wester – motion to approve; Laury Fiorello - second
- Campus Police and Security Programs – committee review comments:
 - Several members have not been able to complete their review, as they have been responding to and planning for emergency protocols due to COVID-19.
 - Those who completed review added comments in Weave. Most commonly, a need for more evidence to support the narrative.
 - We will review again at the next meeting and then provide feedback to the department
- Planning - Spring CAS Panel – May 1, 2020 at 11 am
 - Department schedule for Fall 2020 CAS Review: Library, Graduate Student Support Services, Facilities Management/Physical Plant, Travel Services, Controller/Budget/Accounting/Accounts Payable, Administrative Services, MARCOMM, Financial Aid, Ozark-Academic Affairs, Ozark-Administration and Finance
 - Location/format - Face to face or Remote? Will plan for remote
 - Who will be the panelists?
 - Suggestions from committee include Blaine Snyder (Ozark RN faculty), HLC Steering committee members (?), Ken Wester (IOS), Elizabeth Snyder (Campus Police)
 - Questions for the panelists? Amanda asked the committee to send their questions to her prior to the next meeting.
 - Amanda suggested the following plan/timetable and there was general approval
 - This week/next week – invite panelists
 - 4 weeks before: Send an RSVP invitation like last time with online registration. Include brief description of CAS and what the Panel Discussion will provide; more information to come

- 2 weeks before
 - Send reminder with link to Weave CAS webinar recording – Using CAS for Evaluating Program Effectiveness” from 3/17/20
 - Send CAS pdf that I gave out last time in print format
 - 1 week before - send reminder
 - 1 day before – send reminder
- Annual assessment plans focusing on those who have completed CAS reviews:
 - Academic Advising, OIS, OSPUI, Student Accounts, Advancement, Admissions/Recruitment, Counseling Services, Disability Services, Residence Life, TRIO
 - Amanda will send a rubric for use in reviewing administrative assessment plans and assign committee members to corresponding administrative Weave projects.

Announcements

- Update on HLC Criteria review – Friday Forums – other HLC information
 - Dr. Austin gave a briefing on HLC changes in procedure, reaffirmation visits, etc. – these are happening online rather than in person for the time being. However, we will probably still have a team on campus in November, as the current crisis will surely have passed by then. The assurance argument is available online at atu.edu/hlc and the committee was asked to go there and review the argument. They are able to submit suggestions on that page, as well.
- AAACL Spring Conference – April 9 in Searcy (Harding University) - Cancelled due to COVID-19

Other Business

- Ongoing Operations
 - Ken suggested that we document (an After Action Report) all of the remote activities that we are completing as a means of providing evidence for ongoing operations. We used Webex Teams for this meeting, which will provide an archive on top of the meeting minutes.
 - Dr. Austin recommended that we have all areas (administrative and academic) do this. It will provide evidence for ongoing assessment of effective processes as well as provide evidence for HLC. She will make this recommendation to Dr. Johnson today.

Next meeting date

- April 15, 2020 – NEW LOCATION - ~~ROTHWELL 214~~ – TBD: probably remote

ADJOURNMENT - Meeting adjourned at 10:35am