IEC Meeting
Meeting notes

September 19, 2013

Next meeting: October 17, 2013 from 3:30-4:30 in MHRA 1607

Attendees: Denise Baker, Gabe Bermea, Pamela Cash, Laura Chesak, Kathy Crowe, Nancy Doll, Scott Jones, Eileen Kohlenberg, Patrick Madsen, Jason Marshburn, Nor Othman (for Nell Pynes), Jodi Pettazzoni, Judy Piper, Jerry Pubantz, Larry Taube, Gloria Thornton

1. Summary of Institutional Effectiveness in the SACS Compliance Certification

- The importance of the documentation the committee is responsible for was emphasized. Over 250 assessment reports were utilized in the 2.5 and 3.3.1 SACS standards.
  - 150+ in 3.3.1.1 (Educational Programs)
  - 75 in 3.3.1.2 (Administrative Support)
  - 40+ in 3.3.1.3 (Student and Academic Support)
  - 12 in 3.3.1.4 (Research)
  - 6 in 3.3.1.5 (Community Outreach/Public Service)

- In November, UNCG should know what the on-site SACS review team will be focusing on and whether the next ‘documentation’ deadline will be in May 2014 or in September 2014. The Focused Report, written for the onsite visit, will be submitted in January 2014, and the onsite visit is scheduled for March 19-21, 2014.

- Essential to provide evidence of using assessment for improvement is recording the results of action plans.
  - An example of Compliance Assist’s ‘action plan’ entry was reviewed with a focus on the ‘Action Plan Follow-Up’ section where results of action plans should be provided. We need to record if the plan produce the expected improvement, produce no improvement, or was not executed and why.

- A major topic of the next meeting will be to discuss how we can use Compliance Assist to gather evidence of strategic planning. What processes are already in place, how can we use them, and what needs to be modified to make gathering this evidence effective?
  - Can we utilize sections of CA’s Annual Reporting, possibly using individual pieces of Assessment Plans within CA? E.g. could we insert specific questions about strategic planning goals in the annual report?
  - Do we need a process outside of CA, or would that be too complicated?
  - It was noted that Compliance Assist doesn’t aggregate data well, so we’ll need to explore the best way to gather data.
o How can we encourage users to be more intentional in relating entries to goals? Can we explore the possibility of CA providing ‘triggers’ or ‘popups’ to help encourage user responses.

o Can we provide a way for users to more easily determine if their work applies to a higher level initiative without overwhelming them with initiative choices?

2. The committee was informed that all assessment reports created by the administrative units and departments must be reviewed this year using the rubric designed by the committee.

- Jodi and Julia will determine a manageable number of reports per committee member.

- Members will be provided with information to help them determine ‘satisfactory reporting’ (do the reports have correct structure, an effective sets of objectives, findings, at least one action plan, etc.), and will be reviewing reports across campus (not only for their department).

3. Other Business

- The use of Google Calendar as a means to schedule future meeting was suggested.

Meeting was adjourned