

Minutes
SACS Institutional Effectiveness Committee
March 25, 1999

Present: Ray Whiting, Debbie van Tuyll, Cahty Barner, Kathy Thompson, Mary Gendernalik Cooper, Jackie Stewart, Katherine Sweeney, Mike Bradley, Keith Luoma, Bill Forbus

Anyone who has taken minutes at one of our committee meetings should e-mail copies of those minutes to Jenna in Computer Services (jthomas@aug.edu) in a WordPerfect attachment and ask her to post them to the web.

Our discussion centered on Mr. Sheehy's recent visit. Ray reported that Sheehy met first with the Steering Committee. His comments during that meeting that are of importance to this committee are:

1. There is a secondary focus on student success. Student success is not defined, though retention rates and completion rates are relevant. Jackie said we would get the definitions of student success as part of the assessment process. This should relate to our objectives and our mission statement.
2. The SACS visit will be post-Master's week, 2001.
3. We can define a "unit" as we see fit. We had been defining units as majors, but we can do the definitions on a departmental basis. We do have to be consistent, and Debbie pointed out the difficulty in treating a diverse department such as Languages, Literature and Communications as a single unit. We do have to reach this decision before we can ask for unit reports. Ray said we want to create a complete enough system so that we will be in good shape for the next time.
4. General Education must be defined as a unit.

There has been a change in our matrix; each unit should have a general purpose statement plus goals. Unit goals are supposed to reflect unit purpose which is consistent with institutional purpose. We do have an ASU purpose statement (this is the mission statement).

Things to be on the lookout for:

1. Failure to document use of results.
2. Failure to demonstrate use of results. Rays said there must be a connection between the evaluation and what happens in the following year. A phrase such as, "In light of this year's work, next year . . . "
3. Reliance on only individual evaluations.
4. All policies must be approved, implemented, published and enforced.
5. Faculty and staff must know the purpose of assessment.
6. Assessment and budgeting must be linked.

Next meeting we'll discuss how to define units. Ray asked us to come up with ideas for rational definitions.

Debbie van Tuyll