

Institutional Effectiveness and Assessment Committee
Meeting Minutes
September 20, 2006

The meeting began at 3:00 p.m. in the Rondthaler Room of the Hunter Conference Center.

Present: Said Bahi, Patrick Clarke, John Eye, Jeff Fisher, Deb Hill, David McGuire, Lee Montgomery, Harold Ornes, Dale Orton, Julie Simon and Bonny Rayburn.

Guest: Provost Abe Harraf

Excused: Wes Curtis and Prent Klag.

I. **Accreditation and Strategic Plan** – Provost Abe Harraf stated that the SUU strategic plan has been posted on the SUU Intranet. To access the Intranet go to <http://www.suu.edu/facstaff/intranet.html> and use your regular user name and password. Once you are logged on just click the hot link for the Strategic Plan. There has been an introduction added to the plan. This introduction lists SUU's three significant and distinguishing roles within the Utah System of Higher Education which are:

1. Comprehensive, high quality Bachelors and Masters granting university
2. Residential Learning Campus
3. Regional University meeting Economic Development and Rural Needs

II. **College/School/Non-academic Strategic Plans** – Northwest Accreditation's mid-cycle visit will be in spring 2008. In preparation for their visit every university policy that has not been either reviewed or updated since 2000 will be reviewed. In addition to this, every academic and non-academic area is being asked to provide a unit strategic plan. As of this fall, non-academic areas will join academic areas in submitting departmental assessment plans (Fall semester) and departmental assessment reports (Spring semester) to the associate provost's office. Bonny Rayburn will be sending out a memo calling for these plans in the next few weeks and will explain the assessment cycle for those who have not been involved in the process before.

Lee stated that this committee will need to review the academic strategic plans as they are submitted. The committee has been charged with ensuring that the unit strategic plans support the overall strategic plan of the University. Committee members discussed ways of doing this and agreed that the best way would be to make up a rubric to show how each plan ties to the core standards of the University strategic plan.

III. **General Education Assessment** - During Northwest's site visit in 2003, it was brought to our attention that a means of assessing general education must be established. There are many approaches including software, portfolios or testing to use to accomplish this task but a final decision has not been made as of this time.

Lee Montgomery proposed the use of an instrument that would allow feedback to be obtained from faculty teaching general education courses. He passed around a questionnaire developed by Jack Meacham of the American Association of Colleges and Universities (AACU). This instrument collects information regarding the features of an

assessment system for general education. Lee would like to have the deans circulate this questionnaire to faculty involved in teaching general education courses to obtain their perception of how assessment is occurring at this point in time and to ask them for input on what they think should be done in the future. Committee members reviewed the document, thought the format was confusing, and suggested the document be shown to the General Education Committee for their opinion. Committee members also agreed that questionnaires should be college specific because faculty members are only familiar with what is being done in their own area.

- IV. **College Outcomes Survey** - Lee stated that his office has just completed the summary report on the College Outcomes Survey. For those who are not familiar with this survey, it is a survey administered in selected capstone courses designed to find out how satisfied students are with various aspects of their college experience. The report has been submitted to Provost Harraf and, upon his approval, will be posted to the Institutional Research web page.
- V. **Strategic Plan Handbook** – Lee asked committee members if they thought it might be helpful to those writing unit strategic plans if this committee were to compile a strategic plan handbook. Lee offered to research other institution's websites to see what they have done. He will also check with Alan Hamlin, since he chaired the University Strategic Plan Committee, and see if he has some information that might be useful to others. He will report his findings at the next meeting.
- VI. **Next Meeting** – The next meeting will be on October 18th, from 3:00 – 4:00 in the Rondthaler Room.
- VII. **Adjourn** – The meeting was adjourned at 4:30 p.m.