

**USFSP • Institutional Effectiveness Committee • AGENDA: 7.21.08**

Members: Cyndie Collins, Kevin Coughlin, Scott Geiger, Morgan Gresham, Margaret Hewitt, Diane McKinstry, Kathleen Moore, Mark Pezzo, Zafer Unal, and J. E. Gonzalez (Chair)

On Q-drive: Please re-read the Committee Charge  
Please scan the MAAP Manual but don't print this 79 page document

Please bring: Calendars

Agenda Items Listed for Called Meeting

1. Committee Charge – Revisited
2. Committee Structure
3. Committee Structure/Communications
4. MAAP – Administration
5. Next Meeting

Agenda Items Added at Meeting

6. GE SLOs, List of GE Courses, Matrix
7. SACS Letter

**USFSP • Institutional Effectiveness Committee • MINUTES**

Attendees: Cyndie Collins, Kevin Coughlin, Scott Geiger, Morgan Gresham, Diane McKinstry, Zafer Unal, and J. E. Gonzalez

1. Committee Charge –Revisited
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Handouts: IEC Charge  
Figure 1 & 2 of the proposed Assessment Plan

Discussion:

Figure 1 & 2 of the proposed Assessment Plan were offered as background to the evolution of the Institutional Effectiveness Committee. Figure 1 was included in the SACS report and Figure 2 was prepared after feedback was obtained from campus and other constituents and it is intended to drive the development of the Assessment Plan.

Conclusion:

It was suggested that item (G) in the Charge might be modified...

From: **Championing** and communicating a culture of assessment, evaluation, and accountability in all campus planning and improvement efforts – To: **Providing advise/counsel** and communicating a culture of assessment, evaluation, and accountability in all campus planning and improvement efforts. Since: “championing” is seen as a administrative/leadership activity.

Action Items:

Request change in the Charge.

Responsible Person(s):

J. E. Gonzalez

Due Date: open

## 2. Committee Structure

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### Discussion:

Brief overview of membership as derived from IEC Charge was discussed. Also discussed was a brief overview of the committee process.

### Conclusion:

At this time, the membership will be held and persons will be invited to make presentations or asked to provide data/analysis/consultation on an “as needed basis.” Also at this time, it was noted that the committee will not use Roberts Rules but instead will keep notes on committee activity and will use a “rolling decision” process that will allow the committee to make decisions in order to advance work, but will revisit decisions as needed when new information is presented.

Chair forgot to mention that Dr. Kathleen Moore (USF Tampa) indicated that she unfortunately had prior commitments for numerous Monday afternoons over the summer but that she would attend by conference call when available and would begin to schedule Monday afternoons when her calendar cleared.

Chair also forgot to mention that there are also various committee members that will miss meetings throughout the summer but that the committee will continue to meet and will do committee work via postings to the Q-drive and communications via e-mail or phone.

Action Items: N/A

Responsible Person(s): N/A

Due Date: N/A

## 3. Committee Structure/Communications

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### Discussion:

An IEC folder has been added to the Q-drive and IEC members have been given read/write access. IEC was asked to report any difficulties in using this function—but to be patient in that there are certain limitations to this functionality; namely that when a document is opened by a user it blocks “write” access to other users.

It was also noted that an Agenda Items file will be posted to the Q-drive and it will host all ideas that need to be considered by the IEC for placement on the Agenda.

### Conclusion:

IEC members reported no technical difficulties with read/write features at this time. Committee agreed to copy files to their local drives in order to reduce chance of file conflicts.

Action Items: N/A

Responsible Person(s):

J. E. Gonzalez

Due Date: Done

## 4. MAAP – Administration

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Discussion: JEG provided a briefing of administration possibilities—ETS contact has been established. Fall 08 administration is the best time frame.

KC began the tedious but ever important first step in mapping USFSP GE SLOs against MAAP domains.

Conclusion:

This essential project commenced by KC will need to be completed in advance of the fall 08 administration of the MAAP. In light of other data requests however, this project may need to be reduced to a lower priority at this time— although it will be up to the discretion of KC as to when he wishes to complete the project and present findings to the IEC.

Action Items:

Project needs to be specified and a timeline developed.

Responsible Person(s):

Kevin Coughlin, J. E. Gonzalez

Due Date: TBA

5. Next Meeting

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Discussion:

Next meeting is scheduled for Monday 7/28 in BAY 208 Conf Room—1:30-2:30

Agenda Items Added at Meeting:

6. GE SLOs, List of GE Courses, Matrix

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Handouts: GE Student Learning Outcomes (SLOs) prepared by Norine Noonan  
GE Courses prepared by Cyndie Collins  
Matrix with enrollments prepared by JEG

Discussion: JEG introduced the three documents noted above and began the discussion of the use of the embedded information to assist in the GE assessment process for SACS.

It was noted that a Query developed by KC that listed courses by section with enrollments, by semester had been used by JEG to populate the matrix. It was noted by the IEC that there were several courses with “0” enrollments and this was questioned.

Action Items: Courses with “0” enrollments would be cross-checked.

Committee members familiar with courses on the matrix would check to see if courses included SLOs—this exercise is intended to support the “back-fill” exercise in identifying courses (w/ SLOs) that match the GE SLOs that can be used for assessment purposes.

Responsible Person(s):

Scott Geiger, Zafer Unal, Cyndie Collins

Due Date: 7/28

7. SACS Letter

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Discussion:

The IEC requested a copy of the SACS letter and interpretation if available.

Responsible Person(s):

J. E. Gonzalez

Due Date: open