

**USFSP • Institutional Effectiveness Committee • AGENDA: 9.16.08**

On Q-drive: Six Col Log (Excel)  
Draft Learning Outcomes for GE (PDF)

Note: New meeting location: TER 3000

Agenda Topics

1. MAPP
2. SACS Accreditation Room – DAV 204, X3-4868
3. Margaret Hewitt on COE
4. Mark Pezzo on CAS
5. Next Meeting: 9.23.08 – TER 300

Added

6. The Counseling Center Study
7. ALCs

**USFSP • Institutional Effectiveness Committee • MINUTES**

Order of Business:

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

**1. MAPP**

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Discussion: The research protocol has not yet been developed as the incentive portion of the research design has not been set. A request to purchase two iPod Shuffles for use in a drawing has been approved, but the request for \$10 gift cards for the 100 participants is still pending. The MAPP has been purchased and a prototype for an e-mail is under development but what is pending is the test administration dates and the locale. Ideally, the study will be conducted in October. See item #6.

**2. SACS Accreditation Room**

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Discussion: Thanks to Dr. Biafora, Dean of Arts and Sciences for the temporary use of DAV 204 as the SACS Accreditation Room. The telephone # to this room is 873-4868.

**3. Margaret Hewitt**

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Discussion:  
Conclusion:  
Action Items:  
Responsible Person(s):  
Due Dates:

**4. Mark Pezzo on CAS**

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Discussion: The backfill project is advancing slowly. The IEC offered suggestions  
See item #7.  
Conclusion:  
Action Items:

Responsible Person(s):

Due Dates:

## **5. Next Meeting**

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Discussion: Next meeting is scheduled for Tuesday 9/23 in TER 300 Conf Room—1:00-3:00

## **6. Counseling Center Survey**

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Discussion: Since the IEC is also responsible for coordinating campus research efforts the Counseling Center brought forth a proposal to administer American College Health Association's (ACHA) – National College Health Assessment II this fall semester. The IR director was in consultation with the Counseling Center on the development of the proposal for research design and sampling plan and was asked by the Counseling Center for a final review. The only concern identified by IR was the plan to incentivize the survey with a Chick Fillet card plus a drawing for two Blackberrys. The IR director took this concern to the IEC.

Conclusion: There was agreement that surveys need to be incentivized, but this level of incentive (Blackberry) raised two concerns: 1. Blackberry's are "big ticket" items (the MAPP which is a high-stakes assessment of the GE program for purposes of SACS Accreditation is using iPod Shuffles as incentives. What level of incentive will be required for the next campus study? 2. Generally speaking, a Blackberry seemed inappropriate in that it would require activation fees and service contracts for use.

Action Items: 1. Contact the Counseling Center with these concerns  
2. Have IR set-up a master calendar/schedule of campus surveys  
3. Get the word out that all campus surveys need to be scheduled by IR

## **7. ALCs**

Discussion: A guide to accessing the ALCs was distributed including a special logon and password for use by the IEC to review online materials. Discussion points included: Who is responsible for maintaining the ALCs? When should they be completed? The ALC website was built by USF and the code and the maintenance of this product resides in Tampa. Essentially, it is an Access database with an Active Server Page (ASP) front end. We are attempting to retrieve the code and move it to our server so that we can use it and maintain it ourselves. It was noted that the ASP does not include simple features such as a semester or year flag—nor does it include a category for "action plan."

Conclusion: The ALCs need to be updated in time for the campus visit prior to the SACS report in April. There is no time to monkey with the code.

Action Items: The COB uses a "tried and true" method of placing paper-copies of their ALCs in a binder and the IEC moved to adopt this method in the interim.