

Minutes
Planning, Effectiveness and Budgeting Committee
June 17, 2010
11:00-12:00, BAY 220

Proposed Meeting Agenda

1. Status report on GE Assessment Report
2. AURs
3. Mission Statement for IRPE
4. PEBC Annual Report
5. Budget Update

Minutes

1. Jim Krest provided the first status report on the GE Assessment Report, 2009-10. He indicated that he began with the 2008-09 GE Assessment Report which had been partially updated with new assessment data for use at the 2009-10 University Assessment Day and that he had begun to layer-in course-level information that was obtained from University Assessment Day participants and department chairs/program coordinators. JEG reported that all assessment data was now complete and available for Jim's use and Jim indicated that he would update all data tables and use current information to reflect the most complete set of assessment information. Jim indicated that the report should be a lot farther along by next week and that he will report then on progress to date at the next meeting. JEG asked about the notion of the course by student learning outcome (SLO) matrix that was introduced at Assessment Day and the committee indicated that this would be a good enhancement to the report. Jim will assess the available data to determine if this would be feasible. The one outstanding data element that is due for Jim's use is that of course-level GE Assessment data.

2. JEG reported that he had met with Steve Ritch of the Bishop Center (Academic Affairs) and had worked through that assessment. The one outstanding data element for this section of the report will become available over the summer. Steve Ritch who is on extended leave this summer will make an effort to retrieve that data for use in the final report. July is the approximate timeframe expected this report to be completed. CC reported that she had completed the report for the Academic Success Center. JJ reported that Administration and Finance were meeting on 6/17 and would be given a deadline of two weeks to complete the assignment. The outstanding AURs include: External Affairs and Registrar (FB & CC) and Student Affairs, Graduate Studies and the Library (GP). These will be completed in due course.

3. The proposed mission statement for IR was approved with minor editorial changes. It will read as follows:

Institutional Research, Planning and Effectiveness (IRPE)
Mission Statement

The mission of this office is to conduct analytical studies in support of institutional research, planning and effectiveness efforts.

IRPE is responsible for coordinating university strategic planning and associated accountability efforts; assessing student learning and evaluating academic programs and administrative units; developing and maintaining the institution's accreditation infrastructure; and official institutional reporting.

IRPE serves on the Chancellor's Executive Team, the University Budget Council and the University Physical Master Planning Committee. IRPE also staffs the Planning, Effectiveness and Budget Committee and supports the General Education Committee.

Accomplishment Highlights, 2009-2010

SACS Compliance Certification Report (due Sept 1, 2010)
University's Strategic Plan: Points of Focus, 2009-2013
USF St. Petersburg's Annual Report to the SUS
2010 University Work Plan
1st USFSP submission to IPEDS
Reviewed University Budget
Coordinated University Assessment Day
Co-hosted 1st Colloquium on SACS Compliance Certification

Proposed in 2010-2011

SACS Focused Report (November – December 2010)
Quality Enhancement Plan (QEP) proposal
SACS Site Team Visit (February 2011)
Review University Budget
Points of Focus, 2010-2014
University Assessment Day
2nd Colloquium on Compliance Certification
1st QEP Faculty Conference

Approved by PEBC (6/17/2010)

4. A draft of the PEBC Annual Report was distributed to the committee and it will be finalized at the next meeting. (See Attachment 1).

5. JJ provided a budgeting update. The University Budget is due at 5pm on Monday, 6/21/10. The Budget Office will issue a “Budget Call” this summer and the PEBC will review requests for alignment with the University Strategic Plan. The budget call is proposed for mid-July and final submission is due in August. Lastly, JJ reported that the development of the CFI, our measure of institutional efficiency, is still under development and will be discussed at a future date.