



**INSTITUTIONAL EFFECTIVENESS COUNCIL MINUTES
April 14, 2015, 12:00, Library-Special Collections**

Present: Aitsebaomo, Ayala, Connelly, Cruz, Dimas, Esparza, Hall, James (Chair), Jasso, Logan, Maher, McMakin, Nordquist, Rodriguez, Stein, Vichcales, Welkey, Yang
Ex Officio: Light, Jurenovich **Guest:** Barbara Aranda-Naranjo

Update on Surveys

Glenn indicated that 2 survey requests would be combined to obtain faculty information on main campus undergraduates: one on faculty needs for tutoring and the other (for the QEP) to establish baseline perceptions about the reading and writing needs of students. Other surveys are under way: Mission and Identity and MSL. The student evaluation of teaching will begin soon and then the Graduation Exit Survey will be done. Since December 2013, the latter is now being done every term. Glenn mentioned that the professional schools may use other tools for their graduates that are appropriate for their accreditation needs.

Administrative Program Reviews

Glenn suggested that the exercise today of IEC members sharing their comments on PRs and annual reviews was to learn how things went this go around and determine what might be improved for next year. See his summary notes attached.

Overall, main lessons learned were the need to 1) intentionally use data/results as the basis for planning improvements, 2) clarify what counts as good outcomes, and 3) have a 5-yr plan and be able to continually point back to that. IEC then discussed how to use workshops, online prompts, reminders, annotated good samples of reviews, and other strategies for planning development opportunities for personnel writing reports to be due next January. Alicia, Barbara, and Paul agreed to work with Glenn in putting together educational materials and a calendar of opportunities for meeting with the different administrative areas.

The big picture, Glenn noted, was to have a very healthy and informed administrative review process in place in time for the SACSCOC interim report due in 2020.

Next Meetings: 5/5 all at noon in Special Collections