

Institutional Effectiveness Committee 2011

1.9.9.5 Institutional Effectiveness Committee (description from *Faculty Handbook* revision, summer 2011)

The Institutional Effectiveness Committee provides direction regarding assessment plans, tools, and activities related to the University's operational and non-instructional service delivery units. The Committee reviews and approves unit assessment plans the operational and non-instructional service delivery units. The Committee reviews assessment results annually and reports the major findings to the faculty and administration.

The Institutional Effectiveness Committee is composed of the Assistant to the Provost for Administration (chair), Director of Institutional Research and Reporting, one mid-level manager from each of the following divisions: Academic Affairs, Campus Ministries, Enrollment Development and Marketing, Finance, Student Development, and two student representatives from the Student Government Association.

The Student Government Association representatives are appointed annually by the Association. The mid-level managers are appointed by their respective Senior Leadership Team supervisors. The appointment is a two year appointment in accord with the committee rotation sequence.

Parameters of Responsibility:

1. Link the functions of operational and non-instructional service delivery units to the University's mission, goals and objectives.
2. Oversee institutional effectiveness programs and activities, especially as they are targeted to evaluating administrative structures and service delivery capacities.
3. Develop and review the philosophy and procedures for improving institutional effectiveness within administrative structures and service delivery units.
4. Review and approve the assessment plans for the unit self-study activities for administrative structure and service delivery units.
5. Establish the calendar for evaluation activities for the operational and non-instructional activities of the University.
6. Develop a plan for educating and informing faculty, administration, and students of the purposes and outcomes of institutional effectiveness evaluations.
7. Recommend strategies for improving institutional effectiveness and efficiency.
8. Periodically evaluate the effectiveness of the institutional effectiveness assessment program.

The Institutional Effectiveness Committee reports its work to the Provost. A secondary reporting relationship exists to the Academic Leadership Team.

Committee Membership for 2011-2012 and Rotation

Randie Timpe, Assistant to the Provost for Administration, chair, continuing by virtue of position
Kathy Griffith, Director of Institutional Research and Reporting, continuing by virtue of position

Scott Tarrh, assistant registrar, Academic Affairs representative, 2010-2012
Eric Stetler, admissions counselor, Enrollment Development and Marketing representative, 2010-2012
Scott Peterson, Chaplain, Campus Ministries division representative, 2010-2012
John Ballenger, mid-level manager, Student Life division, continuing by virtue of position
Alan Shaffer, Director of Auxiliary Services, Finance and Management division representative, 2011-2013
Jameson Seymour, Student Government Association representative, annual
Nicole Phillips, Student Government Association representative, annual

Committee Meeting Schedule and Location for 2011-2012

September 22, Thursday, 3:30 to 4:30 p.m., CAMP207
October 20, Thursday, 3:30 to 4:30 p.m., CAMP207
November 17, Thursday, 3:30 to 4:30 p.m., CAMP207
December 8, Thursday, 3:30 to 4:30 p.m., CAMP207
January 26, Thursday, 3:30 to 4:30 p.m., CAMP207
February 23, Thursday, 3:30 to 4:30 p.m., CAMP207
March 29, Thursday, 3:30 to 4:30 p.m., CAMP207
April 19, Thursday, 3:30 to 4:30 p.m., CAMP207
May 17, Thursday, 3:30 to 4:30 p.m., CAMP207