



Name:	Institutional Effectiveness Planning Committee	
Purpose:	The Institutional Effectiveness Planning Committee is an advisory group created to provide guidance related to the development and implementation of an effective and practical lifecycle of efforts aimed at continuous improvement for academic programs, general education, and departmental units.	
Background:	<p>Initially, in response to recommendations from the SACSCOC in 2011, focus was on the design of systems and processes to ensure that planning and assessment information is submitted on a timely basis and available to support decision making for the university. During the consolidation of our two legacy institutions and after the development of the institution’s Strategic Plan, tying planning and budgeting together became the imperative.</p> <p>This advisory group is integral to implementing a genuine improvement cycle in which assessment information is used to inform planning and ongoing efforts. While this will provide the evidence of a continuous improvement process that is important to our accreditors and the University System of Georgia, it is vital to ensure the process is considered valuable for both units as well as executives.</p> <p>The SACSCOC onsite committee that visited in March 2016 was very complimentary of the processes that we have established and the results of our efforts. However, they encouraged us to continue to improve the relevance of our planning processes to the academic mission and also to improve how we reflected on and compared the assessments our online educational programs to our on-campus programs. Additional committee members were invited to join the committee as a result of this feedback.</p>	
Sponsor:	Gretchen Caughman, Executive Vice President for Academic Affairs and Provost	
Facilitator:	Beth Brigdon, Vice President for Institutional Effectiveness	
Membership:	Academic Affairs	Carol Rychly, Adam Wyatt
	College of Allied Health Sciences	Lester Pretlow
	Pamplin College of Arts, Humanities & Social Sciences	Karen Aubrey D’Ambrogi, Wes Kisting
	Hull College of Business	Melissa Furman, Mark Thompson
	Dental College of Georgia	Kevin Frazier, Susi Hamilton
	College of Education	Wayne Lord, Judi Wilson
	General Education	Chris Terry
	Graduate School	Patricia Cameron
	University Libraries	Barb Mann
	Medical College of Georgia	Andria Thomas, Jeanette Balotin, Paul Wallach
	College of Nursing	Lori Anderson



Institutional Effectiveness Planning Committee Charter

Refined June 2016

	College of Science & Mathematics	Cliff Gardiner
	Online Education	TBD
	Budget Planning	Tara Montroy
	Student Affairs	Scott Wallace
Resources:	<ul style="list-style-type: none"> • IE Directors and staff • ITS Directors 	
Meeting Schedule:	Monthly	
Duties: (Reviewed Annually)	<ol style="list-style-type: none"> 1. Provide critical input on any/all of IE services and functions including but not limited to specific efforts for: <ul style="list-style-type: none"> ▪ Strategic Planning including the initiation of an update for the university's strategic plan, Transition Forward, by reviewing the methodology to select our institutional peers and making recommendations on that selection to the Committee Sponsor. ▪ Comprehensive Program Review including a review and recommendation on revisions to the format & template used to guide each self-study based on AU feedback and the update required by the USG along with the creation of a multi-year year schedule of programs to be reviewed for AY16-17 through at least AY18-19. ▪ Annual planning & assessment including developing a recommendation for a process to assist service units in understanding the needs of and aligning their goals with the colleges and academic programs as they develop their annual plans, and endorsing the annual calendar of relevant deadlines for academic & support units. ▪ Decision support including the development and enhancement of operational and executive views of key performance indicators for the academic enterprise. ▪ The Student Learning Outcome planning and assessment process including the identification & implementation of annual training opportunities, participating in the development of a curriculum mapping standard, and to make recommendations for the next steps for improvement – especially for ensuring stronger assessment measures and disaggregating distance education assessment while also improving the utilization of the College SLO Committees and the Peer Review process. 2. Serve as an advisory committee for projects by receiving regular status reports, providing feedback on plans and processes as they are developed and implemented, participating in problem solving as needed, and acting as ambassadors for the various efforts within the academic community. Current projects include but are not limited to: <ul style="list-style-type: none"> ▪ Developing an online faculty credentialing workflow using the PACT (Professional Activity Capture Tool) faculty activity reporting system that aggregates documentation about faculty from various information systems 	



	<p>and enables them to capture their professional activities in support of their effort assignment. The Faculty Credentialing Process Development Project purpose is to develop an online workflow process to highlight the need for alternative justifications (as per SACSCOC expectations) enable us to achieve more seamless production of faculty rosters for compliance, thereby reducing the anxiety associated with the need for development of alternative justifications (for faculty) and creating value for the individual colleges in areas such as faculty workload projections and vacancy management.</p> <ul style="list-style-type: none"> ▪ Reviewing the results of the Delaware Study and EAB Academic Performance Solutions (APS) analysis which will provide reports and analysis about our academic programs in terms of costs, course scheduling, faculty workload, student barriers to completion, etc. ▪ NSSE/BSSE assessments of student engagement and the recommended use of those results for colleges and units to improve student persistence and success. ▪ HR and Faculty Affairs are collaborating to implement an online faculty performance evaluation process through PeopleSoft with the intention of incorporating information from the PACT system. <p>3. Serve as a policy review group in accordance with the Policy on Policies when there are amendments and/or additions to the policy library that are deemed relevant by the Policy Management Group (PMG). http://www.augusta.edu/compliance/policyinfo/</p>
Boundaries:	<ul style="list-style-type: none"> • Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations. • Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.
Budget:	<p>The Institutional Effectiveness Planning Committee does not have a dedicated budget but will be integral to the development of the priority list of resources that are necessary for institutional processes and expectations to be effectively managed and not unduly burdensome on the units.</p>
Operating Guidelines:	<ul style="list-style-type: none"> • The Committee should show evidence of the evaluation of the costs and risks of any recommendation against the benefits and value, being considerate of budget and resource requirements, without leaving the university in a weak position as it relates to the internally driven desire for continuous improvement or regulatory compliance. • Membership of the Institutional Effectiveness Planning Committee will be reviewed annually to ensure appropriate representation of the organizational structure. • Meeting management tools will be utilized to make the most effective use of committee time including agendas, action minutes, parking lot for off-topic items, and meeting roles. • Members unable to attend a meeting will notify the meeting coordinator in advance of the meeting.



Versions:

- Spring 2011: Initially drafted for the Georgia Health Sciences University
- January 2013: Updated membership after consolidation
- November 2013: Updated charge
- September 2014: Updated membership
- July 2015: Updated membership, terminology, and list of projects/initiatives.
- June 2016: Updated membership and list of projects/initiatives