Committee Members Present:			Committee Members Not Present:		Guest Attendees
Sharon Back	Sarah Bowdin	Dr. Belinda Deal	Chris Bizot	Katy Buerger	Tonya Gaddis
Michael Donley	Dr. William Geiger	Dr. Muthukrishnan Sathyamoothy	Dr. Leanne Coyne	Carrie Clayton	
Dr. Jason Smee	Jeanne Standley	Dr. Lou Ann Berman, Chair	Dr. Veronda Willis	Dr. Mary Fischer	
Ona Tolliver	Brittney Childs				

AGENDA ITEM	DISCUSSION	ACTION
Welcome/Introductions	Welcome new members, Sharon Back (CEP), Dr. Jason Smee (CAS), Dr. Leanne Coyne (Pharmacy), Dr. Veronda Willis (CBT), and Dr. Mary Fischer (Faculty Senate).	
Approval of Minutes	April 14, 2016 Minutes reviewed and approved.	
IE Responsibilities	• IEC 15-16 End of Year report is posted on the AIE website • 2016-17 Action Items • IE Committee Website	Dr. Neil Gray is chairing the 2016-17 Core Curriculum Assessment Committee Chair. Invite Dr. Gray to an IE Committee meeting in spring 2017.
SACSCOC Fifth Year Interim Report & 2020 Reaffirmation & QEP Planning	Dr. William Geiger, Vice Provost & Dean of Graduate School and SACSCOC Liaison reported that the Fifth Year Response is in progress. Lou Ann Viergiver, Director Audit Services, has been working on updated reporting for CS 3.10.2, Financial Aid Audits. Dr. Geiger is collaborating with all academic deans and department chairs to update CR 2.8, Faculty (By Academic Program). The SACSCOC Steering Committee continues to meet monthly and recently approved adopting Compliance Assist software for our Reaffirmation Certification documentation. The Steering Committee is reviewing the alignment of UT Tyler Policies, UT System Policies, Regents Rules, THECB Policies and SACSCOC Policies. Dr. Barbara Wooldridge, Professor of Marketing and Provost Fellow, is chairing the QEP Topic Selection Committee. The Compliance Certification Report will be submitted to SACSCOC in Sept 2019 for the Off-Site Review Committee. The QEP will be submitted approximately six weeks prior to the On-Site Review Committee visit to campus in Spring 2020.	Assist with compliance certification information requests from the Steering Committee as needed. Invite Dr. Wooldridge to an IE Committee meeting in spring 2017 for update on QEP Topic Selection process.
TracDat v 5.2	• The TracDat migration is planned during December, probably the week after final exams to allow current users time to enter any updates before the holiday break. Orientation sessions are planned for January and February 2017.	Participate and encourage colleagues to participate in TracDat v5.2 orientation sessions in spring semester.
Assessment Plan Update Deadlines	• Admin & Educ Admin Assessment Plan updates due Monday, October 31 • Academic Program Assessment Plan updates due Monday, October 31 • 2015-16 Core Assessment updates due Monday, October 31 • 2016-17 Core Assessment updates due Wednesday, May 31 • Assessment Review Process and Forms • Core Curriculum Assessment Forms	AIE staff and I.E. Committee liaisons will meet with assigned department chairs/department directors or coordinators beginning in November to review assessment plans using the Assessment Progress Templates. Assessment review deadline is March 31, 2017.
Academic Program and Education Support Unit External Reviews 2016-17	Graduate Program and Education Administration Reviews	No action
Announcements	• Next meeting Date Thursday, November 17, 2016 3:00 pm in ADM 301	
Adjourn	Adjourned at 3:50	

Submitted: Sue Gossett

Committee Members Present:			Committee Members Not Present:		Guest Attendees	
Chris Bizot	Sarah Bowdin	Katy Buerger	Sharon Back	Dr. Belinda Deal	Wendy Duncan	Tonya Gaddis
	Dr. William Geiger	Dr. Muthukrishnan Sathyamoothy	Brittney Childs	Carrie Clayton	Thayer Merritt	JT Wilkerson
Dr. Jason Smee	Jeanne Standley	Dr. Lou Ann Berman, Chair	Dr. Leanne Coyne	Michael Donley	Dr. Simi Gunasselan	
		Dr. Veronda Willis	Dr. Mary Fischer	Ona Tolliver		

AGENDA ITEM	DISCUSSION	ACTION
Approval of Minutes	October 20, 2016 Minutes reviewed and approved.	
TracDat v 5.2 Migration	The TracDat conversion and migration update to Version 5.2 is scheduled for Monday, December 19. The UT Tyler IT team and Nuventive will coordinate the migration. TracDat may not be available on this day. AIE Office will coordinate with IT Staff to notify all campus TracDat users vie emails.	AIE Office to coordinate with IT Staff on campus-wide email announcements.
Assessment Plans	• Academic Programs • Administrative Departments • Educational-Administrative Departments The Assessment Progress Templates (formerly Assessment Plan Review Rubrics) have been updated to include statements on continuing improvement strategies based on assessment results. The continuing improvement strategies will be reported collectively to each Division VP/Academic Dean annually. March 31 is the deadline to have all assessment reviews completed.	The AIE office is reviewing all units in TracDat. The review appointments using the updated Assessment Progress Templates need to be scheduled with each unit, department, or academic program to confirm updates are completed and collect information planning strategies based on assessment results. Complete assessment plan reviews by March 31, 2017.

Exam Soft Demonstration
    Dr. Simi Gunasseeian
    Thayer Merritt
	Thayer Merritt and Dr. Gunasseeian provided an overview of Exam Soft functions and reporting for course and program level assessment in the Pharmacology Program.	No action.

Announcements	• Next meeting Date Thursday, February 16, 2017, 3:30 pm in ADM 301	
Adjourn	Adjourned at 4:40	

Submitted: Sue Gossett

Committee Members Present:			Committee Members Not Present:		Guest Attendees	
Dr. LouAnn Berman	Katy Buerger	Brittney Childs	Sharon Back	Sarah Bowdin	Wendy Duncan	Tonya Gaddis
Dr. Leanne Coyne	Dr. Belinda Deal	Michael Donley	Carrie Clayton	Dr. Muthukrishnan Sathyamoothy		
Dr. Mary Fischer	Dr. William Geiger	Dr. Jason Smee	Ona Tolliver			
Jeanne Standley	Cindy Strawn	Chris Thompson				
Dr. Veronda Willis						

AGENDA ITEM	DISCUSSION	ACTION
Approval of Minutes	November 17, 2017 Minutes reviewed and approved.	
Canvas Navigation Overview & Assessment Features Introduction	Dr. Holley Collier, Director, Digital Learning and Scott Dillingham, Blackboard Administrator, presented an overview of the migration to the new Canvas LMS this spring. Discussion focused on communicating the need for faculty who use Blackboard student information in program assessment reporting to begin planning before Blackboard is closed mid-May. Assessment of Dual Credit courses that extend beyond the mid-May deadline will be impacted.	AIE staff will coordinate with Digital Learning on the development of a campus communication plan. The Dual Credit Coordinator will coordinate communication with Dual Credit teachers.

TracDat v 5.2 Training Guides	Tonya Gaddis has created TracDat v 5.2 training guides that will be in the UT Tyler document repository.	
SACSCOC Standards Update Information	The first draft of the SACSCOC proposed changes in the SACSCOC *Principles of Accreditation* were reviewed. The SACSCOC Directors will release a second draft in March 2017 based on comments submitted. The proposed revised *Principles of Accreditation* to the SACSCOC Board of Trustees will review the proposed revisions in June 2017 and the SACSCOC membership will take final action on the approval of the changes during SACSCOC Annual Meeting in December 2017.	
Announcements	• Next meeting Date Thursday, March 23, 2017, 3:00 pm in ADM 301	
Adjourn	Adjourned at 4:30	

Submitted: Sue Gossett

The University of Texas at Tyler
Institutional Effectiveness Committee April 20, 2017

Committee Members Present:			Committee Members Not Present:		Guest Attendees	
Belinda Deal	Veronda Willis	Jason Smee	Sharon Back	M. Sathyamoorthy	Wendy Duncan	Tonya Gaddis
Leanne Coyne	William Geiger	Mary Fischer	Katy Buerger	Jeanne Standley		
Carrie Clayton	Sarah Bowdin	Brittany Childs	Ona Tolliver	Michael Donley		
Cindy Strawn						

AGENDA ITEM	DISCUSSION	ACTION
Approval of Minutes	February 2017 Minutes reviewed and approved.	
AIE Satisfaction Survey	Results reviewed; disagree items included course evaluations not getting to chairs in timely manner. Cindy commented that this has already been put into OBIEE which will enable faculty and chairs to have feedback.	Recommend a communication plan to share with department chairs and faculty on how to download OBIEE End of Course Evaluation reports.
TracDat v 5.2 Training Guides	TracDat v.5 training guides and videos are posted online. All I.E. Committee liaisons are encouraged to share and bookmark the new TracDat landing page: www.uttyler.edu/aie/tracdat.php. One on one meetings and trainings are also available.	Email the campus community in Fall 2018 to share the Training Videos link.
2016-17 Assessment Plan Review Status	26/27 of Admin Unit Assessment Plans have been reviewed using the I.E. Committee Assessment Progress Template. 16/27 (59%) are complete. The one unit not reviewed yet is pending meeting. 20/20 Educational Admin Unit Assessment Plans have been reviewed. 13/20 (65%) are complete. At least 40 units have had individual meetings. XX of XX Academic Program Assessment Plans have been reviewed. XX(%) are Complete. All assessment plan reviews have used the I. E. Committee Progress Template and the majority of units and programs need only to be signed by the department director or department chair/faculty coordinator to include the last step of documenting the action plans for 2016-17 in the Progress Template. Discussion on recommendations to improve participation in the annual update documentation and review process. Dr. Geiger suggested that responsibility for completing assessment plans may be more effective by involving those in supervisor roles (VPs, Deans, etc) and that the AIE office could serve more in an assessment resource capacity.	Dr. Berman and AIE Office will draft proposal on updating annual assessment plan review process and share with the I.E. Committee for review, comment, and approval. The final draft to be requested to be shared with the Cabinet.

Core Curriculum Assessment Status Report	96 of 96 Core Curriculum Courses have been reviewed and meetings are ongoing. 54% are complete. Wendy Duncan has been collaborating with Core Department Chairs and Faculty Coordinators to review completion of the Core Curriculum assessment results in TracDat. Departments with Core courses vary in their assessment cycle and she is working on the documentation for the assessment scheduling across each Foundational Component Area.	2016-17 Core Curriculum Assessment updates deadline is May 31, 2017. Develop a Core Curriculum Assessment Progress Template similar to the I.E. Committee Assessment Progress Template for the 2017-18 AY.
IE Committee End of Year Report	The DRAFT I.E. Committee End of Year report was emailed on Monday, April 17th and highlights were discussed.	Email Lou Ann Berman for edits. Final EOY Report to be sent to the Faculty Senate President and Provost.
Open Discussion	Dr. Geiger mentioned to Dr. Fischer the need for additional faculty representation on the 2020 Reaffirmation Steering Committee. Question: Update on faculty access to archived documents in Blackboard? Dr. Geiger noted that an extension has been arranged for faculty but unsure if 6 months or year; data has been archived but not sure of the process to access.	Dr. Fischer will communicate with Faculty Senate leadership. Dr. Berman will contact Dr. Holley Collier to confirm timeline and access process for faculty.
Adjourn	Adjourned at 4:03	

Submitted: Tonya Gaddis