

# Institutional Effectiveness Committee

## Statement on Policy and Procedures

*Adopted: February 2022*

*Amended:*

*Amended:*

### **CHARTER OF GOVERNANCE INSTITUTIONAL EFFECTIVENESS COMMITTEE**

#### *Membership:*

The membership of the Curriculum Committee shall be composed of:

- Chief Academic Officer
- Chief Financial Officer, or designee
- Chief Growth Officer, or designee
- one full-time representative from each academic program of the University
- Registrar
- Director of Teaching and Learning
- Director of Distance Education
- Director of Outreach Programs
- Director of Student Services or Professional School Counselor
- President of SGA

#### *Function:*

The Curriculum Committee shall have the following duties:

- To evaluate university assessment efforts.
- To evaluate Performance Measurement Report.
- To validate the success rate of the Performance Measurement Report.
- To evaluate academic program reviews.

#### *Charges of the University Curriculum Committee:*

- To establish and maintain the standards and integrity of the University assessment efforts.
- To establish and maintain the standards and integrity of the University's Performance Measurement Report.
- To preserve the institutional history of the Committee by keeping minutes, records, and reports.
- To make recommendations regarding assessments and reports, and to transmit all such recommendations to the President.
- To present annually to the Board of Trustees.

## PROCEDURES AT MEETINGS

1. The chair will e-mail the agenda to the members of the committee. The members will bring the items to the meeting. The chair of the Institutional Effectiveness Committee will **NOT** provide a hard copy of the items that have been sent to the members prior to the meeting.
2. After the initial meeting, if desired, the committee may ask for clarification from the program representative who has direct knowledge of the assessment or reporting item. In this case, the Chair will plan a meeting of the committee and invite each representative to present.
3. The chair will invite the committee members to ask the representative questions after the program representative has made the presentation.
4. Once discussion(s) has ended, representatives are excused, or another meeting is planned to discuss and evaluate the assessments and reports.
5. Once all assessments and reports have been evaluated, an opinion is rendered and documented into the Annual Report of the Institutional Effectiveness Committee.
6. A final meeting is required to vote on the final version of the Annual Report of the Institutional Effectiveness Committee. The Chair will forward the report to the President for approval.
7. The Chair or designee will present the Annual Report of the Institutional Effectiveness Committee to the Board of Trustees.
8. After review of the Board of Trustees, the Annual Report of the Institutional Effectiveness Committee will be published on the BAU website.

### **MEETING SCHEDULE**

1. The initial meeting of the committee shall be held between September 1 and September 15 each year.
2. Consecutive meetings shall be held as determined by the committee in order to complete the charge of the committee.
3. The Annual Report of the Institutional Effectiveness Committee must be completed on or before November 1 each year in preparation for the Annual Assessment/Planning meeting that must take place before November 15 each year.

### **ATTENDANCE AT MEETINGS**

1. If a member misses one meeting without a reasonable explanation sent in writing to the Chair, the Chair will send an e-mail to the member reminding him/her of the attendance policy.
2. If the member has a second unauthorized absence, the Chair will send an email to the President that the member is in danger of dismissal from the Institutional Effectiveness Committee. A copy to the e-mail will be sent to the member.
3. After the third unauthorized absence, the chair will send an e-mail to the member that he/she is dismissed from the committee. The President will receive a copy of the e-mail requesting a recommendation to replace the member who was dismissed.
4. If a program representative is sick and unable to attend meetings during the committee session, the Chair will ask the President for a recommendation for a replacement.