ANNUAL REPORT
Date Due: August 19, 2015

Institutional Effectiveness Committee

**University of North Alabama
Florence, Alabama**

___Melissa Thornton____   _8/18/15_____
Committee Chair   Date submitted

Submitted to:
Dr. John Thornell,
Vice President Academic Affairs & Provost

Dr. Darlene Townsend,
Shared Governance Executive Committee Chair, 2014-15

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT

I.   Executive Summary

During the 2014-15 academic year, the Institutional Effectiveness Committee reviewed new templates for the five year review reports to be submitted by academic and non-academic departments, and discussed SACS reporting requirements. A new annual report system was implemented for the 2014-15 reporting cycle. After several delays, the system became operational in October 2014, after which point there were still a number of individual issues to be resolved. Because of the delay for department chairs and cost center heads to enter their data, the due date for deans and vice presidents to enter their reports was extended through March. Upon Mr. David Shields' request to be removed from the committee as the SPBS Committee liaison, he was replaced by Dr. Miranda Bowie. Sadly, Dr. Victoria Hulsey passed away during the spring semester, and left a vacant position on the committee. The Faculty Senate chose Dr. Eric O'Neal to fill the vacancy. New members of the committee met with Dr. Andrew Luna individually in order to become acclimated to the institutional effectiveness process.

II.   The Committee's Charge (from the Shared Governance Document)

1.   To communicate its deliberations and findings, through the Vice President for Academic Affairs and Provost, to the President for approval and dissemination to the university community;

2.   To review in a systematic cycle and make recommendations for indicated changes to critical university documents (i.e., mission, institutional goals, value statement, strategic plan, etc.);

3.   To recommend, publish, and implement adequate procedures for assessing and documenting the effective support of the institution's goals by all campus units;

4.   To provide leadership for ensuring that the looping process of assessment and evaluation, appropriate feedback, and budgeting is completed and that results of evaluations are reflected in modifications to programs and services and in the allocation of physical, financial, and personnel resources; and

5.   To assess whether the expected outcomes have been achieved and to ensure continuous improvement in university administration, academic programs, and educational support services.

III.   The Committee met on the following dates:

Regularly scheduled, monthly face-to-face meetings for the Institutional Effectiveness Committee took place on August 22, 2014, October 14, 2014, November 4, 2014, January 13, 2015, March 4, 2015, and April 1, 2015. E-meetings were conducted in place of the September 3, 2014 and November 14, 2014 meetings, for a total of nine meetings.

IV.   What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

The primary focus of the IE Committee this year was to acclimate new members to the annual reporting process and requirements, and to get the campus community familiar with the use of the new annual reporting system and the associated reporting procedures. The Committee reviewed new templates for the five year departmental review reports, assisted OIRPA with testing problems with functionality of the annual report system, and contacted department chairs and directors for feedback once annual reports were entered. These actions fulfilled sections 3, 4, and 5 of the Committee's charge. Regarding section 1, the Committee had no substantive recommendations to send forward to administration during the preceding year. Regarding section 2, the University's mission, vision, etc. did not require review or revision during this reporting period.

V.   What were the Committee's formal recommendations?

N/A

VI.   What does the Committee plan to accomplish

    A.   In the coming year?

Now that the Committee has full membership and has reached a level of stability, in the coming year it will begin reviewing the most recently submitted five year review reports, and will assess IE processes.

    B.   In future years?

In the future, the Committee will continue to refine IE processes in order to ensure that reporting standards are in line with SACS requirements, and that those processes are functional and efficient for all users.

VII.   What are the Committee's weaknesses?

Scheduling continues to be an issue, even with such a small group, due to members' class schedules and other university service and responsibilities.

      A. What can the Shared Governance Committee help you do to address the weaknesses?

N/A

VIII.   Comments.

N/A