

Approved May 15, 2018

**Institutional Planning Committee (Katy Green, Chair)**

**Minutes**

**March 9, 2018**

**2:00 pm, Nursing 200**

**Present**

Senator: Katy Green (COE), committee chair

Cathi Jenks, Associate Vice President for Institutional Effectiveness and Assessment

Senator: Felix Tweraser (COAH) (substitute)

COE Rep.: Glaucio Scremin

Guest: Dr. Michael Crafton, Provost

Guest: Dr. Nadejda Williams, QEP Coordinator

COSM Rep.: Hannes Gerhardt

LIBR Rep.: Shanee Murrain

Guest: Denim Grzesik, President of the Student Government Association

Sean Madden, Criminology

RCOB Rep.: Jim Burton

Meeting called to order at 2:00 PM

**Action Items:**

A) Approval of the last meeting's minutes:

- [https://docs.google.com/document/d/1ccTN0SMWY\\_6e4FVOFsuLLbGTK6lKyNO\\_S3fdruOSz8E/edit?usp=sharing](https://docs.google.com/document/d/1ccTN0SMWY_6e4FVOFsuLLbGTK6lKyNO_S3fdruOSz8E/edit?usp=sharing)
  - Minutes approved

**Information Items:**

A) Review 5th year interim report committee structure

- Presented by Dr. Cathi Jenks
  - SACSCOC 5th year interim report due in 2020

- Discussion centered around the people, committees, and units best suited to handle the different sections of the SACSCOC 5th year interim report
- SACSCOC standards that need to be addressed and recommended committees, units, or people to address each standard.
  - 5.4 Qualified admin/acad officers: Senate Rules Committee
  - 6.1 F-T Faculty: Senate Faculty Development Committee
  - 6.2b Program faculty: Senate Faculty Development Committee
  - 6.2c Prog. coordination: Dean's Council
  - **8.1 Student Achievement**
    - **Dr. Cathi Jenks recommended that our IPC committee address this principle**
  - 8.2a Student Outcomes and Educational Progress: Academic Assessments Committee
    - Only looks at learning - change from previous standard
    - Provides evidence of seeking improvement - change from previous standard
  - 9.1 Program Content: Program Coordinators
  - 9.2 Program Length: Program Coordinators
  - 10.2 Public Information: Senate Budget Committee
  - 10.3 Archived Information: IEA, University Archives
  - 10.6 Distance Education: UWG Online
  - 10.7 Policies for Awarding Credit: Senate Academic Policies Committee, PLA, CALV, ESC (paragraph on policies for shared governance)
  - 10.9 Cooperation Academic Agreements: Provost Office
  - 12.1 Student Support Services: Senate Student Affairs Committee

- 12.4 Student Complaints: Senate Student Affairs Committee, Office of Community Standards
- 13.6 Fed/state responsibilities: Financial Aid
- 13.7 Physical Resources: Senate Facilities and Information Technology Committee - Brendan Bowen
- 13.8 NEW principle—Institutional Environment: Senate Facilities and Information Technology Committee, Chief of Police Thomas Saccenti, Michael Nelson, CDI, Counseling, Jill Hendrix, Matt Jordan (Greebel, Bike Share)
- 14.1 Publication and Accreditation Status: IEA and SACSCOC Liaison
- 14.3 Comprehensive Institutional Review: Provost Office and UWG Online
- 14.4 Representation to Other Agencies: Specialized Accreditation Liaisons and SACSCOC Liaison

## B) QEP Discussion

- Presented by, Dr. Nadejda Williams
  - i. Improve writing skills at the core level
    - Writing skills are assessed via the random sampling of 300 papers in QEP designated core courses
      - Scored with universal rubric
    - 12 people assess random sampled papers
    - Conclusion up until this point: students still need help with writing
    - Tweaks for next year
      - Random sampling from sophomore core courses for comparison with freshmen QEP designated courses.
    - Recommendations
      - Involve more stakeholders
        - Rethink designated QEP course sequence

- Many QEP courses taught by adjuncts who don't know much about the QEP or are not invested in the program

- New QEP planning phase starts in 2021

**Additional Items:**

- A) Concerns or recommendations for new business or action items
  - SACSCOC updates from Cathi Jenks
- B) Set next meeting dates (will be conducted by Doodle Poll)
- C) Elections for a new committee chair (2018-2019)
  - Next committee chair is: Senator: Felix Tweraser (COAH), 2020

*Meeting Adjourned at 3:18*