

8-20-2009

Institutional Effectiveness Committee Meeting : 2009 : 08 : 20

Institutional Effectiveness Committee

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Minutes
Planning, Effectiveness and Budgeting Committee
August 20, 2009
11:00-12:00, BAY 220

Updated Agenda

1. Introduction
2. Discussion of the charge to the PEBC
3. Discussion of general approach to meeting the time deadlines
4. Setting of future meeting dates, times, and location

Discussion items added to the agenda at the meeting:

Peer Institutions
Points of Focus

Minutes

In attendance at the first meeting of the PEBC were committee members:

G. Patterson, F. Biafora, T. Neville, R. Qin, C. Collins, J. Jakway, Z. Unal, H. Kickliter, J. Dickson, and JEGonzalez. D. Carr was excused.

The PEBC charge was revisited:

This 2009-2010 Planning, Effectiveness and Budgeting Committee (PEBC) has been established in order to provide an integrated effort to meet SACS Core Requirement 2.5 which is:

“The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrates the institution is effectively accomplishing its mission.”

Charge:

The PEBC will be responsible for
updating the USFSP Strategic Plan;
reviewing academic and administrative assessment activities;
proposing a budget to accomplish institutional mission and goals; and
integrating Physical Planning

The first assignment of the PEBC is review the Strategic Plan and prepare the document for presentation to the campus board. JEG was asked to find dates relating to the campus board meeting dates.

Note: the next campus board meeting is scheduled for Oct 3rd. The agenda is set close to one-month in advance of the meeting and materials to be included in the board packet are compiled at least two weeks ahead of the meeting. In mid-

September, the schedule for the year will be set and we will know the dates for the November and December dates.

The group was asked to review the various levels of the goals and objectives with particular attention to be paid to the alignment of these goals and objectives in light of the new budget realities. The proposed strategic plan includes six goals and objectives which were reviewed and approved in spring 2009 by the campus board and ultimately by the BOT. Included in that review were the associated strategies for the first three goals and objectives. However, the strategies for the last three goals and objectives did not receive that level of review and approval. The PEBC was asked begin their focus on the strategies for the last three goals and objectives. Ultimately all six goals and objectives need to be reviewed.

The Points of Focus document prepared by the VC for External Affairs was introduced as a tool for use by the PEBC. The document pulls five items from the strategic plan and presents them as five talking points.

The document An Exercise to Identify Peer Institutions which was distributed electronically to the PEBC was discussed by the committee. It was determined that additional work needed to be completed on the study in order to develop a list of peers. It was suggested by J. Jakway that a set of budget items be added to the variable list for additional analysis.

PEBC committee member schedules were re-visited and it was determined that the meeting day and time that accommodated most members was Thursdays from 11:00 to 12:00. BAY 220 was then booked for the fall 2009 semester.

Note: it was later learned that D. Carr is unable to meet at this time and so he will not attend PEBC meetings in the fall. Hopefully he will be able to attend meetings in the spring. Also, Z. Unal (COE) will not attend PEBC meetings until after the NCATE review is completed in mid-September. After a conversation with Chancellor Sullivan, it was decided to invite Alison Watkins (COB) to join the PEBC for the year.

The standing day/time for PEBC meetings: Thursdays, 11:00 – 12:00 in BAY 220.

Next possible meeting date: 8.27.09