Institutional Effectiveness & Assessment Council (IEAC)
Steering Committee

August 22, 2016
President’s Large Conference Room
12:00 pm – 2:00 pm

Agenda
1. 2017 Budget Update (Discussion)- Brian Hickenlooper (1 hr)
2. IEAC Facilities Rubric and Procedures (Approval)-Cheryl Hansen (30 mins)
3. Accreditation Update (Year 1 and ADHOC Reports: Recommendations #2&5) and the way forward (Discussion)- Selena Grace (30 mins)

Documents for the Meeting:
1. IEAC Revised Rubric
2. NWCCU Year 1 and ADHOC Accreditation Letters
**Present/Represented at the meeting:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Woodworth-Ney</td>
<td>Selena Grace</td>
<td>Jeff Tingey</td>
</tr>
<tr>
<td>Cheryl Hansen</td>
<td>Paul Watkins</td>
<td>Randy Gains</td>
</tr>
<tr>
<td>Deb Easterly (representing Neels Van der Schyf)</td>
<td>Brian Sagendorf</td>
<td>Vince Miller</td>
</tr>
<tr>
<td>Lewis Eakins (Guest)</td>
<td>Rich Brey (Guest)</td>
<td>Pat Terrell</td>
</tr>
<tr>
<td>Brian Hickenlooper</td>
<td>Kent Tingey</td>
<td>Darren Blagburn (Guest)</td>
</tr>
</tbody>
</table>

**Not Present or Represented:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rex Force</td>
<td></td>
</tr>
</tbody>
</table>

Dr. Woodworth-Ney opened the meeting at 12:03.

Dr. Woodworth-Ney asked Selena Grace to provide introduction:

Selena Grace provided an overview of the IEAC structure and purpose. Next month, she is going to make recommendations to the current structure based on the organizational changes we’ve made as an Institution.

The major work this fall is tied to strategic planning and alignment of our budget process. Idaho State University’s Mid-cycle report is due next fall as are responses the remaining two recommendations.

Meetings will move from Mondays to Tuesdays to reduce the amount of time the VPs are in back-to-back meetings. This group is also the University Budget Committee.
1. **2017 Budget Update (Discussion)- Brian Hickenlooper (20 mins)**

   Budget Update: Brian Hickenlooper stated that ISU had submitted its budget to the board in May, and there is a possible deficit of approximately $5m. If this deficit occurs, ISU will use its reserves will cover the shortfall. The enrollment will be identified on Day 10 (Sep. 6) of the fall semester and that when ISU will know its true shortfall. ISU will provide the data on the budget to the SBOE in October. ISU’s budget office will work to help the entire university have a better understanding of the budget process. The timeline for the budget process is still under consideration. The revised budget schedule is due to the IEAC Steering Committee for consideration by OCT 18.

2. **IEAC Facilities Rubric and Procedures (Approval)-Cheryl Hansen (30 mins)**

   Cheryl Hansen reported that the facilities’ subcommittee had finalized the rubric. Changes to the rubric included the addition of the four facilities specific blocks and a description of the project categories. The Facilities Subcommittee is still reviewing the accompanying letter of intent and project funding process that will define the different categories of projects. Additionally, an additional process is being created to support facility proposals partially to totally funded by gifts or through fundraising.

   Facilities is also working on the master plan to present to the SBOE next spring. ISU will request an amendment to the master plan when it goes to the SBOE with Twin Falls, Meridian, and Idaho Falls facilities added. Most of the significant projects ISU has had in the last ten years took place in Meridian.

   Facilities will create a project timeline to help customers understand the timeframes for different levels of projects.

   Dr. Woodworth-Ney called for a vote on the rubric: the rubric unanimously passed.

   Randy Gains updated the Committee on the IT Project Prioritization. The Subcommittee is reviewing the projects and will provide to the Steering
Committee with a ranking of the IT projects by September for review then approval.

3. Accreditation Update (Year 1 and ADHOC Reports: Recommendations #2&5) and the way forward (Discussion)- Selena Grace (15 mins)

   ISU submitted its Year One Report and ADHOC report for recommendations 2&5 in last March. Selena Grace explained the five NWCCU recommendations and the current status of each of those recommendations. The March submission resulted in the NWCCU approving ISU’s new mission statement and core themes and requiring no further follow-ups to recommendations 2 & 5 because ISU demonstrated the use of the IEAC framework and the creation of the GenEd assessment plan currently being enacted. Institutional Effectiveness will post the accreditation documents on the website, and they will be emailed out to the campus constituents.

   The AAAPR will begin working on the mid-cycle report and ADHOC reports for recommendations 3 & 4 this fall.

4. Dr. Woodworth-Ney discussed the role of the IEAC Subcommittees and how they support the IEAC process. Additionally, she discussed the potential creation of an IEAC Budget Subcommittee. She asked that Brian Hickenlooper create a proposal and bring it back to the Steering Committee for discussion.

5. Dr. Woodworth-Ney closed the meeting 1:05.