Institutional Effectiveness & Assessment Council (IEAC)  
Steering Committee Meeting Minutes

July 11, 2017  
President’s Large Conference Room  
1:00-3:00 p.m.

Agenda
1. (Approval) – IEAC FY 19 Project Rubric Timeline (Mr. Randy Gaines and Ms. Cheryl Hanson)
2. (Discussion (Approval moved to August 3)) – ISU Comprehensive Assessment Plan (Ms. Selena M. Grace & Mr. Darren Blagburn)
3. (Approval) – Core Theme #3 Performance Measure Adjustment (Dr. Rex Force)
4. (Discussion) — Mid-cycle Accreditation Update (Mr. Darren Blagburn)
5. IEAC Meeting adjustment from August 2 to August 3 - 1-3 p.m.

Documents for the Meeting (Provided at the meeting):
1. FY2019 Project Rubric Timeline
2. ISU Comprehensive Assessment Plan (Provided on Monday July 10)
3. Core Theme #3 Adjustment Request
4. Core Theme #3 Mission Fulfillment Worksheet

Items Requiring Follow-up/Action:

Core Theme #1
1. Dr. Woodworth-Ney opened the meeting at 1:05
2. Some new members attended the meeting so Dr. Woodworth-Ney had each individual introduce themselves.
3. IEAC FY 19 Project Rubric Timeline (Mr. Randy Gaines and Ms. Cheryl Hanson)- Randy Gaines began the discussion about the new timeline for submitting IT and Facility projects by providing the background regarding the updates to the Rubric. He and Ms. Hanson then provided the Steering Committee with the proposed timeline for new projects. The new timeline is designed to assist with aligning the projects with the budget process. The timeline was approved unanimously.
4. ISU Comprehensive Assessment Plan (Ms. Selena M. Grace & Mr. Darren Blagburn)- Dr. Woodworth-Ney opened the discussion about the need for the comprehensive assessment plan. There hasn’t been an assessment plan in place since 2004. Ms. Grace provided some background information about the new plan and explained the reason why the vote was moved to August. This was done to allow the Steering Committee the ability to fully review the document and provide feedback. Mr. Blagburn provided the group with additional information regarding the timeline necessary to return the document to him for changes.
5. Core Theme #3 Performance Measure Adjustment (Dr. Rex Force)- In Dr. Force’s absence, Mr. Blagburn provided the group with some background regarding the need to update Core Theme 3 and a briefing on the changes to Core Theme 3. The changes received unanimous approval.
6. Mid-cycle Accreditation Update (Mr. Darren Blagburn)- Ms. Grace provided the group with an updated timeline regarding the submission of the mid-
cycle accreditation report and the AD HOC report. The goal of Institutional Effectiveness is to get the two documents out to the group by July 25 to the Steering Committee for review. Mr. Blagburn explained the process the AAAPR has gone through to finish the documents. Ms. Grace provided the group with additional information regarding the accreditation documents and the site visit.

7. IEAC Meeting adjustment is August 2 to August 3- 1-3 p.m.

8. Dr. Woodworth-Ney asked each committee member to discuss initiatives they are working that concerns the IEAC.

   Mr. Hickenlooper- The is a change to the controller because the current controller has left ISU for another position. Also, the FY 18 Budget is in effect. The Finance Subcommittee will create an updated budget timeline this fall for the FY19 budget.

   Mr. Sagendorf- Large-scale searches for multiple positions are or will be underway shortly. There is also an effort to clean up personnel policies that are out of date or need refined. Personnel will transition to the new IPAS process this summer.

   Mr. Eakins- Safety is preparing for the eclipse. A very large turnout is expected in the Idaho Falls area.

   Mr. Thompson- Student Affairs prepping to update their areas before conducting the this CAS this fall.

   Mr. Gaines- ITS working to get the 2019 project process updated.

   Mr. Miller- Digital Measures raised their price by 30+% and IR is working on a 3-year contract.

   Dr. Watkins- Faculty Senate is expecting a new group of senators this fall. The ombudsman program will be staffed this fall.

   Mr. Blagburn- Mid-cycle accreditation is underway. The strategic plan is being published soon. There numerous action plans are either complete or under development.

   Ms. Hanson- Provided updates on the new projects that will come forward to the IEAC Steering Committee. Training is also taking place for the new IT/Facilities project rubric. A space policy will be coming forward this fall.

   Dr. Castle- The Polytech Initiative is going forward. A steering committee is being put together with representation from the University and local IF community members.

   Mr. Tingey- 1/3 of the athletes are taking classes this summer. Holt Arena is under construction with the new lights and should be ready mid-August.
Dr. Easterly- Updates to buildings are going forward. Undergraduate research is continuing to increase.

Mia Benkenstein- Additional staff counsel members are needed to get better representation. A non-classified employee dependent child scholarship initiative is being worked on this fall. Staff Counsel wants to push Bengal Wednesday with the community. Meetings will begin in July and August.

Dr Woodworth-Ney closed the meeting at 2:15.