

Council for Institutional Effectiveness

PURPOSE:

The Council for Institutional Effectiveness is an advisory group focused on coordination and implementation of institution-scale quality improvement projects. The Council serves as an important conduit for issues related to accreditation, cross-divisional quality initiatives, and institutional assessment. The function of the council is to enhance institutional effectiveness by:

- Assisting all operational areas with setting goals and objectives with appropriately aligned metrics.
- Assisting all operational areas with documenting the use of data to make resource decisions and allocations.
- Coordination and implementation of the university's participation in the Higher Learning Commission (HLC) accreditation process.

MEMBERSHIP:

- Officers
 - Chaired by Associate Provost for Academic Affairs. The Chairperson shall:
 - administer all business of the committee
 - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
 - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
 - Secretary elected by the committee membership from the faculty representatives. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.
- Ex-officio
 1. Associate Provost for Academic Affairs
 2. Faculty Senate President
 3. Director of the Virtual College or designee
 4. Compliance Officer
- Faculty representatives
 5. One from each college 5
- Other
 6. College dean 1
 7. Institutional Effectiveness and Quality Improvement 1
 8. Graduate School 1
 9. Library 1
 10. A&F: Business/Human Resources 1
 11. A&F: Physical plant 1
 12. A&F: Administration/budget 1

13. SA: Enrollment 1
14. SA: Student life 1
15. SA: Student support services 1
16. Teaching Innovation and Learning Technologies 1
17. Technology 1
18. Classified USS senate president
19. SGA representatives 1-2 (not counted towards quorum)

HOW APPOINTED:	All representatives should have adequate seniority within their respective organizations to be able to influence business processes. Deans make recommendations for their colleges; senate presidents make recommendations for their individual senates; VPs make appointments for their areas.
ROTATION:	Representatives from each of the colleges and the library will serve a three-year term. Student representatives will be appointed annually.
WHEN APPOINTED:	Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.
MEETING FREQUENCY:	The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.
PARLIAMENTARY PROCEDURE	Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.