University Provost, Dr. Brad Bartel, Presiding

**Attending:** Tracey Huddleston, Jan Quarles, Scott Seipel, Anatoliy Volkov, Amy Sayward, Mike Gower, Nick Perlick, Tom Wallace, Danny Kelley, Scott Boyd, Mike Boyle, Ginger Freeman, Bruce Petryshak, Debra Sells, Jeff Hoyt, Laurie Witherow, Bonnie Allen, John Omachonu, Scott Carnicom

I. Welcome and Introduction of New Members  
   Dr. Brad Bartel

II. Charge to the Committee  
   Dr. Brad Bartel

III. Strategic Planning Update, Faye Johnson  
   *Attachment* - Timelines and Leadership Teams

IV. Facilities Master Plan, Patti Miller, Assistant Vice President, Campus Planning

V. Course Redesign Project, Bruce Petryshak, Vice President for Information Technology and CIO

VI. Next Meeting: Wednesday, April 9, 2014 at 9:00 a.m. in Library 475
<table>
<thead>
<tr>
<th>NAME</th>
<th>DIVISION/DEPARTMENT</th>
<th>TERM</th>
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</thead>
<tbody>
<tr>
<td><strong>One (1) Faculty, Each Undergraduate College (3 year terms):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rebecca Fischer</td>
<td>Behav. &amp; Hlth. Sci./Hlth. &amp; Hum. Perf.</td>
<td>2012-2015</td>
</tr>
<tr>
<td>Tracey Huddleston</td>
<td>Education/Elem. &amp; Special Educ.</td>
<td>2013-2015</td>
</tr>
<tr>
<td>Linda Seward</td>
<td>Liberal Arts/Speech &amp; Theatre</td>
<td>2011-2014</td>
</tr>
<tr>
<td>Anatoliy Volkov</td>
<td>Basic &amp; Appl. Sci./Chemistry</td>
<td>2013-2016</td>
</tr>
<tr>
<td><strong>One (1) Faculty, Graduate Studies:</strong></td>
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<tr>
<td>Amy Sayward</td>
<td>Liberal Arts/ History</td>
<td>2012-2014</td>
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<tr>
<td><strong>One (1) Graduate Student</strong></td>
<td></td>
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<tr>
<td>Chris Hardman</td>
<td>Graduate Student</td>
<td>2013-2014</td>
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<tr>
<td>Faye Johnson</td>
<td>Academic Affairs</td>
<td>2013-2015</td>
</tr>
<tr>
<td>Mike Gower</td>
<td>Business &amp; Finance</td>
<td>2013-2015</td>
</tr>
<tr>
<td>Nick Perlick</td>
<td>University Advancement</td>
<td>2013-2015</td>
</tr>
<tr>
<td>Tom Wallace</td>
<td>Information Technology</td>
<td>2012-2014</td>
</tr>
<tr>
<td>Danny Kelley</td>
<td>Student Affairs</td>
<td>2012-2014</td>
</tr>
<tr>
<td>Scott Boyd</td>
<td>President, Faculty Senate</td>
<td>2013-2014</td>
</tr>
<tr>
<td>Mike Boyle</td>
<td>Dean, University College</td>
<td>2013-2014</td>
</tr>
<tr>
<td>James Lee</td>
<td>President, Student Government Assoc.</td>
<td>2013-2014</td>
</tr>
<tr>
<td>Jim Dunlap</td>
<td>President, MTSU Alumni Assoc.</td>
<td>2013-2014</td>
</tr>
<tr>
<td>Brad Bartel</td>
<td>Provost</td>
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<tr>
<td></td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>John Cothern</td>
<td>Senior Vice President</td>
<td>Ex-Officio</td>
</tr>
<tr>
<td>Joe Bales</td>
<td>V.P., University Advancement</td>
<td>Ex-Officio</td>
</tr>
<tr>
<td>Bruce Petryshak</td>
<td>V.P., Information Technology</td>
<td>Ex-Officio</td>
</tr>
<tr>
<td>Debra Sells</td>
<td>V.P., Student Affairs</td>
<td>Ex-Officio</td>
</tr>
<tr>
<td>Robert Fischer</td>
<td>Dean, Basic &amp; Applied Sciences</td>
<td>Ex-Officio</td>
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<tr>
<td>Harold Whiteside</td>
<td>Int. Dean, Behavioral &amp; Health Sciences</td>
<td>Ex-Officio</td>
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<tr>
<td>David Urban</td>
<td>Dean, Business</td>
<td>Ex-Officio</td>
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<tr>
<td>Lana Seivers</td>
<td>Dean, Education</td>
<td>Ex-Officio</td>
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<tr>
<td>Mark Byrnes</td>
<td>Dean, Liberal Arts</td>
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<tr>
<td>Ken Paulson</td>
<td>Dean, Mass Communication</td>
<td>Ex-Officio</td>
</tr>
<tr>
<td>Michael Allen</td>
<td>Dean, Graduate Studies</td>
<td>Ex-Officio</td>
</tr>
<tr>
<td>John Vile</td>
<td>Dean, Honors College</td>
<td>Ex-Officio</td>
</tr>
<tr>
<td>Jeff Hoyt</td>
<td>Asst. Vice Provost, Inst. Effectiveness</td>
<td>Ex-Officio</td>
</tr>
<tr>
<td>Laurie Witherow</td>
<td>Assoc. Vice Prov. Adm. &amp; Enrol. Serv.</td>
<td>Ex-Officio</td>
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</table>
21. The MTSU Planning Committee

a. Composition
The MTSU Planning Committee should be composed of one faculty member from each academic college, one faculty member from the College of Graduate Studies, the President of the Faculty Senate, one Dean, a representative from each Division, the President of the Student Government Association, a graduate student at-large and the President of the MTSU Alumni Association or alumnus designee. Due to the mission of the committee, the Provost should serve as chair. The following serve as ex-officio members: Vice Presidents, Academic Deans, Associate Vice Provost for Admissions and Enrollment Services, the Executive Director of Institutional Effectiveness, Planning and Research, and Director of Institutional Research. Faculty representatives must have completed three consecutive years of service at MTSU and are appointed for three-year terms. One of the faculty representatives should also hold the position of academic department chair.

b. Charge
The primary purpose of the MTSU Planning Committee should be to advise and assist the President in developing effective plans that will help the University carry out its mission. The committee should be concerned with setting University objectives and priorities that: assure the identification and assessment of educational outcomes and outcomes for administrative and educational support services; assure continuous improvements in outcomes; identify relevant challenges, opportunities and problems; develop immediate and long-range plans for allocation and effective use of human, financial, and physical resources; consider and recommend action on all issues affecting the organization of academic units, partnerships, centers, departments, schools, and colleges; monitor the University’s performance in achieving its goals.
Annual Timeline: 
Institutional Effectiveness Achievement Reports (IEAR)

Please note: Updates to online IEARs can be made anytime throughout the year.

Deans/ Divisional Vice Presidents

July 31
Report Results and Use of Results/Action Plan for just-completed Academic Year due. Academic Department Chairs and/or Unit Directors access the reports via TK20.

September 30
IEAR Goals / Objectives / Student-Learning Outcomes* for Upcoming Academic Year due. Academic Department Chairs, Unit Directors and the Provost access the reports via TK20.

November 1
Deans’ Cabinet reviews Academic Department IE Plans. Division Vice Presidents review unit IE Plans.

February 1
Academic Deans / Division Vice Presidents begin using Academic Department / Unit IEARs in developing budget needs for next Fiscal Year.

Academic Departments/ Unit Directors

September 30
Reports of the Results and Use of Results / Action Plan for just-completed Academic Year due. Academic Deans and/or Division Vice Presidents review the reports in TK20.

October 15
Using the College and / or Divisional Goals / Objectives / Student-Learning Outcomes for the current academic year, identify Academic Department and/or Unit Goals/Objectives/Student-Learning Outcomes for the new academic year. Academic Deans / Division Vice Presidents access the plans in TK20

January 1
Academic Departments and/or Unit Directors use IEARs in developing budget needs for the coming fiscal year.

Provost

August 15
Reviews Academic Deans / Divisional Vice President’s IEARs for the preceding academic year and IEARs for the coming year.

* Only Academic Units have Graduating Student-Learning Outcomes
1. I.E. Director reviews I.E. plans and initiates Deans/VPs’ new cycle goals and objectives identified in budget proposals. July 1

2. Deans/VPs new cycle goals and objectives completed and forwarded to Provost for review. July 15

3. I.E. Director reviews prior year I.E. plans and initiates new annual cycle for all academic and non-academic units with notice to Deans/VPs/President. August 1

4. All academic and non-academic units’ new cycle I.E. plans completed. September 30

5. Deans Cabinet reviews academic program I.E. plans and VPs review non-academic unit I.E. plans. November 1

6. Academic program and non-academic units initiate budgets. Submit to Deans/VPs, February 1

7. Academic deans develop college budgets and submit to Provost. March 15

8. Deans/VPs submit budget to President. April 15

President reviews division I.E. plans. April 15

9. President submits budget to TBR. May 15

10. University Planning Committee reviews I.E. planning & evaluation cycle as related to University Planning Goals. June 15

11. All academic and non-academic units submit results and use of results for current I.E. cycles. June 30

12. President allocates budget based on TBR allocation. July 1

I.E. Planning Cycle Linked to Budget
# MTSU University Planning and Report Timelines

## System Strategic Planning

### Tennessee Board of Regents (TBR) Planning Cycles

<table>
<thead>
<tr>
<th>Year</th>
<th>Revisit Mission</th>
<th>Fall 2015</th>
<th>Fall 2020</th>
<th>Complete College Act of Tennessee (CCAT) Objectives</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2015</td>
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<tr>
<td>2016-2020</td>
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<tr>
<td>2021-2025</td>
<td></td>
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</tbody>
</table>

### Tennessee Higher Education Commission (THEC) Planning Cycles

<table>
<thead>
<tr>
<th>Year</th>
<th>Performance Funding</th>
<th>Annual</th>
<th>Complete College Act of Tennessee (CCAT) Objectives</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2015</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2016-2020</td>
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<tr>
<td>2021-2025</td>
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</table>

## University Strategic Planning

### Academic Master Plan 2015-2025 calendar (proposed)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revisit plan (preliminary planning and organization)</td>
<td>AY 2013-2014</td>
</tr>
<tr>
<td>Revise/rewrite plan</td>
<td>AY 2014-2015</td>
</tr>
<tr>
<td>Revised plan implemented</td>
<td>Fall, 2015</td>
</tr>
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</table>

### Master Plan (Facilities) 2015-2025 calendar (proposed)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBC Approval and RFP/Contract award</td>
<td>2013</td>
</tr>
<tr>
<td>Define Mission/Preliminary Planning Assumptions based on revised Academic Plan</td>
<td>AY 2013-2014</td>
</tr>
<tr>
<td>Assessment and Analysis</td>
<td>AY 2013-2014</td>
</tr>
<tr>
<td>Develop Revised Master Plan</td>
<td>AY 2014-2015</td>
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</tbody>
</table>

### Carnegie Engagement and Outreach reclassification calendar

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of record for data reporting</td>
<td>AY 2012-2013</td>
</tr>
<tr>
<td>Letter of application to seek re-classification filed</td>
<td>May 1 – July 1, 2013</td>
</tr>
<tr>
<td>Report writing</td>
<td>AY 2013-2014</td>
</tr>
<tr>
<td>Re-classification report due to Carnegie Foundation</td>
<td>April 15, 2014</td>
</tr>
<tr>
<td>Re-classification awarded</td>
<td>2015</td>
</tr>
</tbody>
</table>
**SACS Reaccreditation Calendar**

- **Begin development of QEP**  
  AY 2013-2014

- **Preliminary Compliance Certification Audit**  
  AY 2013-2014

- **Orientation of Leadership team**  
  June, 2014

- **Year of Record**  
  2014-2015

- **Compliance Certification due**  
  September 10, 2015

- **Off-Site Peer Review conducted**  
  November 4-7, 2015

- **Write QEP proposal**  
  AY 2014-2015

- **Quality Enhancement Plan due**  
  4-6 weeks before on-site Review (completed by November 15, 2015)

- **On-Site Peer Review Conducted**  
  January 19-April 15, 2016

- **Review by SACSCOC Board of Trustees**  
  December, 2016

- **Re-accreditation awarded**  
  December, 2016

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**SACS Web site** (live)  
June 1, 2013

**SACS dashboard** (semester distribution cycle implemented)  
Fall, 2013
MTSU Strategic Planning Resources

MTSU IEPR Strategic Planning
http://www.mtsu.edu/iepr/strategic_plan.php

http://www.mtsu.edu/provost/masterplan/amp.pdf

Academic Master Plan Update

Tennessee Board of Regents Strategic Planning
http://www.tbr.edu/offices/academicaffairs.aspx?id=3850
http://www.tbr.edu/offices/academicaffairs.aspx?id=494&ekmensel=e2f22c9a_608_694_btnlink

TBR Research and Assessment
http://www.tbr.edu/offices/academicaffairs.aspx?id=496

TBR University Profiles: Middle Tennessee State University
http://www.tbr.edu/offices/academicaffairs.aspx?id=3398

Tennessee Higher Education Commission

THEC 2013-2014 Funding Formula Data Universities
http://www.state.tn.us/thec/Divisions/Fiscal/funding_formula/dynamic_model/2013-14%20Formula%20Data%20Public%20Display-FINAL.pdf

SACS COC Principles of Accreditation

SACS COC Institutional Resources home page
http://www.sacscoc.org/inst_forms_and_info1.asp

Compliance Certification Document
http://www.sacscoc.org/forms/principle/Compliance%20Certification.doc
Proposed

Institutional Effectiveness and SACS Institutional Self-Study Timeline

Year of Record 2014-2015

Spring 2013
Revisit the role and scope of the MTSU Planning Committee as it relates to I.E.

Summer 2013
Inventory academic departments to assess institutional effectiveness (I.E.) readiness
Review Performance Funding standards relative to I.E.

Fall 2013
Review MTSU’s I.E. and update the I.E. conceptual framework to coincide with all strategic planning cycles (THEC, TBR and MTSU) to include Performance Funding and MTSU budget cycle (decision-making)
Review approach and template for measuring institutional effectiveness in academic (i.e. learning outcomes) and non-academic units to ensure continuing accreditation compliance
Provide I.E. and SACS re-orientation to MTSU administrators/department chairs/chairs/assessment coordinators to include: role and scope of I.E. to strategic planning and quality measurement; the relationship of I.E. to the SACS re-accreditation; distribution of the I.E. calendar; discussion of the need for annual I.E. reports of activities; and distribution of an abbreviated SACS calendar
Inventory non-academic units to determine participation in continuous I.E. assessment.
Roll out revisit of I.E. (at the divisional, college, department level for academic and non-academic units) as related to changing compliance requirements.
Ensure training and use of TK20 software for I.E. reporting per I.E. timeline to include evidence of all units closing the I.E. assessment loop. Emphasize set deadlines for annual reports. Audit for compliance.
  • Academic units: Update I.E. plans to include learning outcomes, assessment of results, and use of results to improve programs
  • Non-academic units: Update I.E. plans to include unit goals, assessment of results, and use of results to improve processes, procedures and/or policies.
Select and appoint SACS Director
Contact MTSU’s SACS liaison and review self-study calendar
Directors of SACS institutional Self-study and I.E. attend SACS Conference (December)
Preliminary Compliance Certification Audit
Begin development of QEP.
Spring 2014
Monitor I.E. plans and adjust and rework as necessary
Require all units to turn in I.E. annual reports to Office of Institutional Effectiveness, Planning and Research
Review SACS requirements; review other SACS self-studies and visit other universities if necessary; and begin planning approach to project
Conduct a preliminary audit on items that SACS audits for institutional self-study
Anticipate all data needs
Develop a tentative timeline for completion of the SACS institutional self-study
Develop tentative SACS QEP.

Summer 2014
Orientation of Leadership team
Organize SACS processes and begin collecting materials.

Fall 2014
Appoint and announce Chair of SACS Steering Committee
Select Steering Committee members and Editor—announce to the University community;
Schedule initial Steering Committee meeting to organize the work of the Committee,
set meeting dates for Fall 2014 and Spring 2015, and approve calendar
Appoint principal committee chairs; principal committee chairs select members of principal committees.
Complete SACS Self-study Proposal and make calendar firm
Review all data needs
Directors of SACS self-study and I.E. and the Chair of the SACS Steering Committee attend SACS training (December)
Monitor institutional effectiveness.
Write QEP proposal

Fall 2015
Compliance Certification due September 10, 2015
Off-Site Peer Review conducted November 4-7, 2015
QEP proposal due

Spring 2016
On-Site Peer Review Conducted January 19-April 15, 2016

Fall 2016
Review by SACSCOC Board of Trustees December, 2016
Re-accreditation awarded December, 2016
**SACS Data Dashboard (Semester)**

- All courses by University
- All courses by college
- All courses by department
- Courses by college
- Courses by department/site (off-campus location)
- Online courses by University
- Online courses by college
- Online courses by department

full-time and part-time SCHs (number and %)
sections taught by full-time and part-time (number and %)

**Student Learning Outcome (SLO) Comparisons**

- online program versus on-campus results
- off-campus site(s) versus on-campus results

Is there anything else? Can we discuss the best way to collect and monitor this?
Leadership Teams

Carnegie Community Engagement Reaffirmation Leadership Team
Coordinator
   Faye Johnson, Assistant to University Provost for Special Initiatives
Members
   Rosemary Owens, Coordinator, Strategic Partnerships
   David Gotcher, Associate Dean, University College
   Lara Daniel, Professor, Accounting
   Carol Swayze, Director, Experiential Learning, University College
   Dianna Rust, Associate Professor and Program Coordinator, University College
   Danny Kelley, Assistant Vice President, Division of Student Affairs
   Ron Kates, Professor, English
   Jeff Gibson, Professor and Chair, Speech and Theatre
   Todd Gary, Grants Specialist, College of Graduate Studies
   Mary Evins, Associate Professor, History and Director, MTSU American Democracy Project
   Mike Gower, Associate Vice President, Business Office

SACS Reaccreditation Leadership Team
Coordinator
   Faye Johnson, Assistant to University Provost for Special Initiatives/SACS Liaison
Chair, Quality Enhancement Plan
   Dianna Rust, Associate Professor and Program Coordinator, University College
Chair, SACS Reaffirmation Steering Committee
   John Vile, Dean, University Honors College
Coordinator, Institutional Assessment
   Karen Petersen, Professor of Political Science and Assistant Dean for Assessment, College of Liberal Arts
Coordinator, Institutional Research
   Jeff Hoyt, Assistant Provost for Institutional Effectiveness, Research and Planning

Academic Master Plan Committee
Chair
   Philip Phillips, Professor of English and Interim Associate Dean, University Honors
Vice Chair
   Zeny Panol, Associate Dean, College of Mass Communication
Quality Subcommittee Chair
   Mary Hoffschwelle, Professor of History
Student Success Subcommittee Chair
   Bud Fischer, Dean, Basic and Applied Sciences
Partnerships Subcommittee Chair
   David Foote, Associate Dean, Jennings A. Jones College of Business
Leadership Teams

Facilities Master Plan
Coordinator
  Patti Miller, Assistant Vice President, Campus Planning and Architect

QEP Committee Members
  Vic Montemayor, Professor of Physics and Astronomy
  Deana Raffo, Assistant Professor of Management and Marketing
  Scott Seipel, Professor of Business, Computer Information Systems

SACS Steering Committee Members
  Jackie Eller, Professor and Chair, Sociology
  Lara Daniel, Professor of Accounting
  Stephen Wright, Professor of Biology
  Wendy Beckman, Professor of Aerospace
  Deborah Newman, Professor of Criminal Justice
  Jan Quarles, Professor of Electronic Media Communication
  Tracey Huddleston, Professor of Educational Leadership
  Tim Graeff, Professor of Management and Marketing