MIDDLE TENNESSEE STATE UNIVERSITY

University Planning Committee
Thursday, April 25, 2013
Faculty Senate Chambers
9:00 a.m.

University Provost, Dr. Brad Bartel, Presiding

AGENDA

I. Charge to the Committee
   Dr. Brad Bartel

II. Role and Scope of MTSU Planning Committee as It Relates to Institutional Effectiveness and I.E. Status Update
   Faye Johnson

    Faye Johnson

IV. Planning Process Overview, Calendars and Timelines
    Faye Johnson

V. Status Report on Student Success Plan
   Dr. Brad Bartel

V. Next Meeting: Wednesday, September 25, 2013 at 9:00 a.m. in Library 475
   Task: Review Institutional Effectiveness and Planning Processes
         Review Student Success Plan (tentative)
<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>
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</tr>
<tr>
<td>Rebecca Fischer</td>
<td>Behav. &amp; Hlth. Sci./Hlth. &amp; Hum. Perf.</td>
<td>2012-2015</td>
</tr>
<tr>
<td>Mayo Taylor</td>
<td>Mass Comm./Library</td>
<td>2012-2015</td>
</tr>
<tr>
<td>Linda Seward</td>
<td>Liberal Arts/Speech &amp; Theatre</td>
<td>2011-2014</td>
</tr>
<tr>
<td>Terry Goodin</td>
<td>Education/Educational Leadership</td>
<td>2010-2013</td>
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<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>
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<tr>
<td>Katie Stringer</td>
<td>Graduate Student</td>
<td>2012-2013</td>
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<tr>
<td>Faye Johnson</td>
<td>Academic Affairs</td>
<td>2011-2013</td>
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<tr>
<td>Mike Gower</td>
<td>Business &amp; Finance</td>
<td>2011-2013</td>
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<tr>
<td>Andrew Oppmann</td>
<td>Development &amp; University Relations</td>
<td>2011-2013</td>
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<tr>
<td>Tom Wallace</td>
<td>Information Technology</td>
<td>2012-2014</td>
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<tr>
<td>Danny Kelley</td>
<td>Student Affairs</td>
<td>2012-2014</td>
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<tr>
<td>Laurie Witherow</td>
<td>University College</td>
<td>2012-2014</td>
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<tr>
<td>Michael Arndt</td>
<td>President, Faculty Senate</td>
<td>2012-2013</td>
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<tr>
<td>Mark Byrnes</td>
<td>Dean, Liberal Arts</td>
<td>2012-2013</td>
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<tr>
<td>Coby Sherlock</td>
<td>President, Student Government Assoc.</td>
<td>2012-2013</td>
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<tr>
<td>Casey Pash</td>
<td>President, MTSU Alumni Assoc.</td>
<td>2012-2013</td>
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<tr>
<td>Brad Bartel</td>
<td>Provost</td>
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<tr>
<td>John Cothern</td>
<td>Senior Vice President</td>
<td>Ex-Officio</td>
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<tr>
<td>Joe Bales</td>
<td>V.P., Development &amp; Univ. Relations</td>
<td>Ex-Officio</td>
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<tr>
<td>Bruce Petryshak</td>
<td>V.P., Information Technology</td>
<td>Ex-Officio</td>
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<tr>
<td>Debra Sells</td>
<td>V.P., Student Affairs</td>
<td>Ex-Officio</td>
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<tr>
<td>Bud Fischer</td>
<td>Dean, Basic &amp; Applied Sciences</td>
<td>Ex-Officio</td>
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<tr>
<td>Harold Whiteside</td>
<td>Dean, Behavioral &amp; Health Sciences</td>
<td>Ex-Officio</td>
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<tr>
<td>E. James Burton</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>Roy Moore</td>
<td>Dean, Mass Communication</td>
<td>Ex-Officio</td>
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<tr>
<td>Michael Allen</td>
<td>Dean, Graduate Studies</td>
<td>Ex-Officio</td>
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<tr>
<td>Mike Boyle</td>
<td>Dean, University College</td>
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<tr>
<td>John Vile</td>
<td>Dean, Honors College</td>
<td>Ex-Officio</td>
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<tr>
<td>Bonnie Allen</td>
<td>Dean, Walker Library</td>
<td>Ex-Officio</td>
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<tr>
<td>John Omachonu</td>
<td>Vice Provost for Academic Affairs</td>
<td>Ex-Officio</td>
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<tr>
<td>David Schmidt</td>
<td>Vice Provost for International Affairs</td>
<td>Ex-Officio</td>
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<tr>
<td>Vacant</td>
<td>Assoc Vice Prov/Admissions &amp; Enroll. Serv.</td>
<td>Ex-Officio</td>
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<tr>
<td>Jeff Hoyt</td>
<td>Asst Vice Prov, Institutional Effectiveness</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.
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.

**July 31**  
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**

**July 31**  
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.

**September 30**  
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
I.E. Planning Cycle Linked to Budget

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

439x681
6. Academic program and non-academic units initiate budgets. Submit to Deans/VPs. February 1

439x669
7. Academic deans develop college budgets and submit to Provost. March 15

439x658
8. Deans/VPs submit budget to President. April 15

439x646
9. President submits budget to TBR. May 15

439x635
10. University Planning Committee reviews I.E. planning & evaluation cycle as related to University Planning Goals. June 15

439x623
11. All academic and non-academic units submit results and use of results for current I.E. cycles. June 30

439x611
12. President allocates budget based on TBR allocation. July 1

439x599
8. Deans/VPs submit budget to President. April 15

439x588
9. President submits budget to TBR. May 15

439x576
10. University Planning Committee reviews I.E. planning & evaluation cycle as related to University Planning Goals. June 15

439x564
11. All academic and non-academic units submit results and use of results for current I.E. cycles. June 30

439x552
12. President allocates budget based on TBR allocation. July 1
MTSU University Planning and Report Timelines

**System Strategic Planning**

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

<table>
<thead>
<tr>
<th>Planning Cycles</th>
<th>2010-2015</th>
<th>2016-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revisit Mission</td>
<td>Fall 2015</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>Revisit Mission</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>Complete College Act of Tennessee (CCAT) Objectives</td>
<td>Annual</td>
<td></td>
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**Tennessee Higher Education Commission (THEC) Planning Cycles**

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

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
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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Compliance Certification due</td>
<td>September 10, 2015</td>
</tr>
<tr>
<td>Off-Site Peer Review conducted</td>
<td>November 4-7, 2015</td>
</tr>
<tr>
<td>QEP proposal due</td>
<td></td>
</tr>
</tbody>
</table>

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?