



**INSTITUTIONAL EFFECTIVENESS COUNCIL MINUTES**  
**April 15, 2014, Noon, NB 313**

**Present:** Ayala, Connelly, Esparza, Ettlting, Hall, Harmsen, James, (Chair), Jasso, Logan, Maher, Maize, McMakin, Nordquist, Stein, Vichcales, Welkey, Yang  
**Ex Officio:** Light, Jurenovich    **Guest:** Anderson

SACS Compliance Report

James shared his progress on the IE section (2.5) of the Compliance Report, and promised to share an early draft with IEC members soon.

UIW Ranking as Awarder of Bachelor's Degrees to Hispanic Students

James shared an update on the national ranking annually reported by Hispanic Outlook. In 2011, UIW awarded the most bachelor's degrees to Hispanic students of any faith-based institution in the U.S., and ranked third among private, not-for-profits, behind Univ of Miami and Univ of Southern California. His look at recent IPEDS data, which now includes 2012, shows UIW surpassing USC, and ranking behind Univ of Miami by a single graduate. As soon as Logan and Stein confirm his analysis, James will email to IEC and to UIW leadership so we can report the achievement in grant bids and share it with faculty, students, and the public.

2020 Projections

To follow up on Dr Jurenovich's discussion at IEC in February, James, Stein and Logan are working as a subgroup to draft a projection of "what will it take" to get to the 2020 enrollment targets shared at the Aug 2013 UPC retreat. They plan to have a report to share at the coming August UPC retreat.

Administrative Program Reviews

McMakin led a discussion to share what the subgroup prepared as a new template for 5-year Program Reviews (PRs) for non-academic offices. Our prior reasoning was to encourage offices to compile their annual assessment summaries into a more comprehensive 5-year PR. Instead, the new template provides some structure for a simple 5-year strategic plan that looks *ahead*, and allows for the subsequent annual reports to then build, and report, from that plan. Ayala adapted the template from a successful one he used at a prior institution.

McMakin, Ayala and Ettlting shared how they've already exercised the template as a pilot report for 2008-2013; Vichcales has a draft in progress and shared that the template is working well for the goals and activities for his office. Esparza suggested a rewording of the title for the last section of the narrative, to encourage the write-ups to *discuss* outcomes in addition to making recommendations.

The IEC noted strengths of the new template:

- a) The structure is simple and adaptable.
- b) The content copies/pastes easily from the strategic map to the narrative PR tables.
- c) The strategic map will help everyone in an office visualize how their work contributes and rolls up to bigger goals; this will be especially valuable for new employees and for student employees in our offices.
- d) The map will help provide continuity during any change in personnel, and as UIW grows.

- e) The concise report can be the summary report shared with UPC members in a regular cycle of accountability and reporting from the Goal Chairs.

The council recommended that James review the PR template with Dr Doyle and Dr Light, and ask them to bring it to Executive Council for their endorsement, so we can get all VP's to actively support the process.

The cycle for non-academic PR's will be on the *calendar* year; the cycle for academic PR's will remain on the academic year. This will spread out the IEC workload of managing the PR process, and conducting quality reviews of PR's from all areas.

**Next Meetings: Tues 5/20 at noon**