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

III.   Status Report on Academic Master Plan: 2007-2017
                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)

MTSU PLANNING COMMITTEE

NAME	DIVISION/DEPARTMENT	TERM
One (1) Faculty, Each Undergraduate College (3 year terms):		
Rebecca Fischer	Behav. & Hlth. Sci./Hlth. & Hum. Perf.	2012-2015
Georganne Ross	Education/Elem. & Special Educ.	2012-2015
Mayo Taylor	Mass Comm./Library	2012-2015
Scott Seipel	Business/Comp. Infor. Systems	2011-2014
Linda Seward	Liberal Arts/Speech & Theatre	2011-2014
Don Nelson	Basic & Appl. Sci./Mathem. Sci.	2010-2013
Terry Goodin	Education/Educational Leadership	2010-2013
One (1) Faculty, Graduate Studies:		
Amy Sayward	Liberal Arts/ History	2012-2014
One (1) Graduate Student		
Katie Stringer	Graduate Student	2012-2013
Faye Johnson	Academic Affairs	2011-2013
Mike Gower	Business & Finance	2011-2013
Andrew Oppmann	Development & University Relations	2011-2013
Tom Wallace	Information Technology	2012-2014
Danny Kelley	Student Affairs	2012-2014
Laurie Witherow	University College	2012-2014
Michael Arndt	President, Faculty Senate	2012-2013
Mark Byrnes	Dean, Liberal Arts	2012-2013
Coby Sherlock	President, Student Government Assoc.	2012-2013
Casey Pash	President, MTSU Alumni Assoc.	2012-2013
Brad Bartel	Provost	Chair
John Cothern	Senior Vice President	Ex-Officio
Joe Bales	V.P., Development & Univ. Relations	Ex-Officio
Bruce Petryshak	V.P., Information Technology	Ex-Officio
Debra Sells	V.P., Student Affairs	Ex-Officio
Bud Fischer	Dean, Basic & Applied Sciences	Ex-Officio
Harold Whiteside	Dean, Behavioral & Health Sciences	Ex-Officio
E. James Burton	Dean, Business	Ex-Officio
Lana Seivers	Dean, Education	Ex-Officio
Roy Moore	Dean, Mass Communication	Ex-Officio
Michael Allen	Dean, Graduate Studies	Ex-Officio
Mike Boyle	Dean, University College	Ex-Officio
John Vile	Dean, Honors College	Ex-Officio
Bonnie Allen	Dean, Walker Library	Ex-Officio
John Omachonu	Vice Provost for Academic Affairs	Ex-Officio
David Schmidt	Vice Provost for International Affairs	Ex-Officio
Vacant	Assoc Vice Prov/Admissions & Enroll. Serv.	Ex-Officio
Jeff Hoyt	Asst Vice Prov, Institutional Effectiveness	Ex-Officio

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:
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.

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.
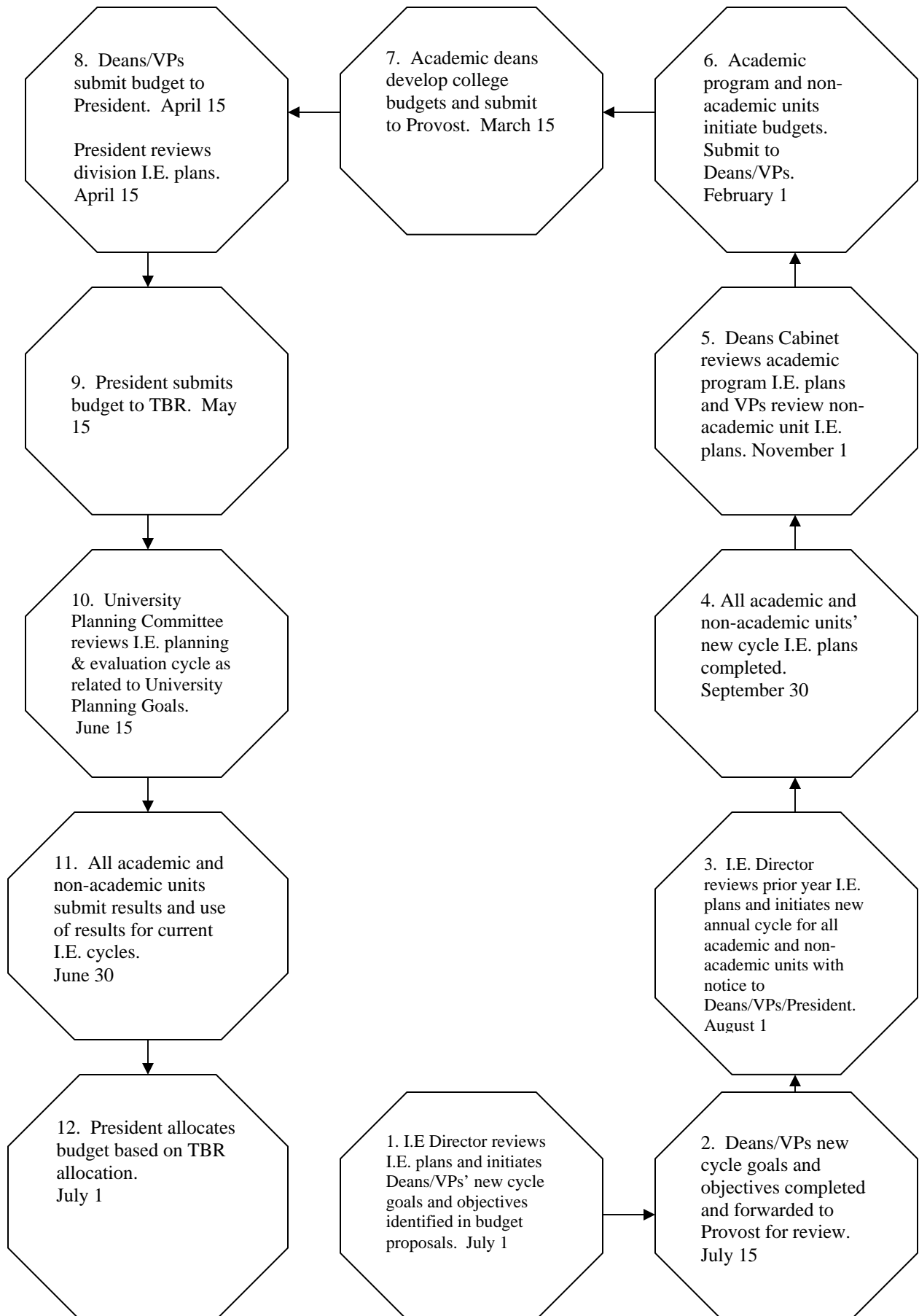
Provost

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

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

President reviews division I.E. plans. April 15

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

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

9. President submits budget to TBR. May 15

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

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

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

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

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

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

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

MTSU University Planning and Report Timelines

System Strategic Planning

Tennessee Board of Regents (TBR) Planning Cycles

	2010-2015
	2016-2020
Revisit Mission	Fall 2015
	2021-2025
Revisit Mission	Fall 2020
Complete College Act of Tennessee (CCAT) Objectives	Annual

Tennessee Higher Education Commission (THEC) Planning Cycles

	2010-2015
	2016-2020
	2021-2025
Performance Funding	Annual
Complete College Act of Tennessee (CCAT) Objectives	Annual

University Strategic Planning

Academic Master Plan 2015-2025 calendar (proposed)

Revisit plan (preliminary planning and organization)	AY 2013-2014
Revise/rewrite plan	AY 2014-2015
Revised plan implemented	Fall, 2015

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

SBC Approval and RFP/Contract award	2013
Define Mission/Preliminary Planning Assumptions based on revised Academic Plan	AY 2013-2014
Assessment and Analysis	AY 2013-2014
Develop Revised Master Plan	AY 2014-2015

Carnegie Engagement and Outreach reclassification calendar

Year of record for data reporting	AY 2012-2013
Letter of application to seek re-classification filed	May 1 – July 1, 2013
Report writing	AY 2013-2014
Re-classification report due to Carnegie Foundation	April 15, 2014
Re-classification awarded	2015

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

MTSU Academic Master Plan 2007-2017, "Building on the Blueprint for Excellence"
http://www.mtsu.edu/provost/masterplan/amp.pdf

Academic Master Plan Update
http://www.mtsu.edu/provost/AMP11_12.pdf

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
http://www.state.tn.us/thec/Legislative/Reports/2011/2011%20Master%20Plan%20Progress%20Report.PDF

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

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?