

MIDDLE TENNESSEE STATE UNIVERSITY

University Planning Committee
Wednesday, September 25, 2013
Walker Library, Room 475
9:00 a.m.

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

MTSU PLANNING COMMITTEE 2013-14

NAME	DIVISION/DEPARTMENT	TERM
One (1) Faculty, Each Undergraduate College (3 year terms):		
Rebecca Fischer	Behav. & Hlth. Sci./Hlth. & Hum. Perf.	2012-2015
Tracey Huddleston	Education/Elem. & Special Educ.	2013-2015
Jan Quarles	Mass Comm./Elect. Media Comm.	2013-2015
Scott Seipel	Business/Comp. Infor. Systems	2011-2014
Linda Seward	Liberal Arts/Speech & Theatre	2011-2014
Anatoliy Volkov	Basic & Appl. Sci./Chemistry	2013-2016
One (1) Faculty, Graduate Studies:		
Amy Sayward	Liberal Arts/ History	2012-2014
One (1) Graduate Student		
Chris Hardman	Graduate Student	2013-2014
Faye Johnson	Academic Affairs	2013-2015
Mike Gower	Business & Finance	2013-2015
Nick Perlick	University Advancement	2013-2015
Tom Wallace	Information Technology	2012-2014
Danny Kelley	Student Affairs	2012-2014
Scott Boyd	President, Faculty Senate	2013-2014
Mike Boyle	Dean, University College	2013-2014
James Lee	President, Student Government Assoc.	2013-2014
Jim Dunlap	President, MTSU Alumni Assoc.	2013-2014
Brad Bartel	Provost	Chair
John Cothorn	Senior Vice President	Ex-Officio
Joe Bales	V.P., University Advancement	Ex-Officio
Bruce Petryshak	V.P., Information Technology	Ex-Officio
Debra Sells	V.P., Student Affairs	Ex-Officio
Robert Fischer	Dean, Basic & Applied Sciences	Ex-Officio
Harold Whiteside	Int. Dean, Behavioral & Health Sciences	Ex-Officio
David Urban	Dean, Business	Ex-Officio
Lana Seivers	Dean, Education	Ex-Officio
Mark Byrnes	Dean, Liberal Arts	Ex-Officio
Ken Paulson	Dean, Mass Communication	Ex-Officio
Michael Allen	Dean, Graduate Studies	Ex-Officio
John Vile	Dean, Honors College	Ex-Officio
Jeff Hoyt	Asst. Vice Provost, Inst. Effectiveness	Ex-Officio
Laurie Witherow	Assoc. Vice Prov. Adm. & Enrol. Serv.	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: 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.

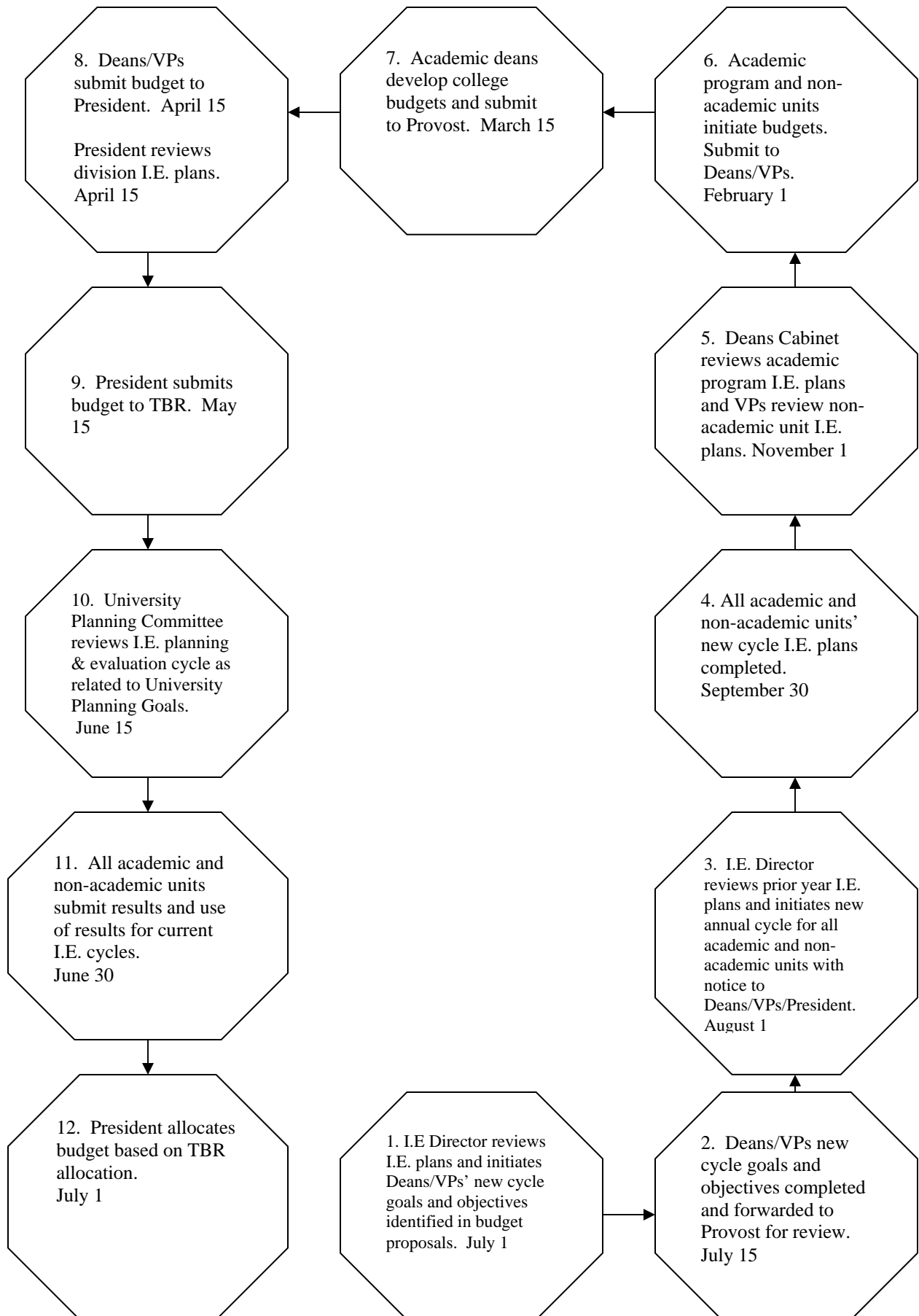
Provost

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

I.E. Planning Cycle Linked to Budget



MTSU University Planning and Report Timelines

System Strategic Planning

Tennessee Board of Regents (TBR) Planning Cycles

	2010-2015
	2016-2020
	2021-2025
Revisit Mission	Fall 2015
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&ekmensele=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

SACS COC Principles of Accreditation

<http://www.sacscoc.org/pdf/2012PrinciplesOfAcreditation.pdf>

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
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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