

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE
FACULTY SENATE

Senate Document Number 0516F
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Statement of Faculty Senate Action:

FWDC 2: **Revisions to the Institutional Effectiveness Committee**
(Faculty Handbook [Section 10.3.15](#))

Effective date: Immediately

Summary:

This is an update of the description of the Institutional Effectiveness Committee in the Faculty Handbook, including some proposed changes to the duties and membership of the Committee.

Rationale:

The proposed changes are designed to reflect organizational and staffing changes related to support for institutional effectiveness – chiefly, the creation of an Office of Institutional Research, Effectiveness and Planning (IREP) with three positions providing centralized support for the assessment work of academic and administrative departments on campus.

Revise 10.3.15 as follows:

Delete:

The Institutional Effectiveness Committee serves as an advisory group for UNC Asheville's Institutional Effectiveness process. Its duties include:

- The periodic review and, if necessary, revision of the Institutional Effectiveness process, procedures and reporting format, to include the Institutional Effectiveness Manual.
- Raising campus consciousness about the importance of assessment and providing a forum for the sharing of assessment techniques and practices.
- Review of and feedback on unit Institutional Effectiveness reports.
- Review of divisional summary reports, University Student Learning Outcome summary reports, and Strategic Plan summary reports and identify institutional level issues which need to be brought to the University Planning Council.
- Review of institutional level data collected by Institutional Research and identify institutional level issues which need to be brought to the University Planning Council.
- The Institutional Effectiveness Committee shall submit a written report to the Faculty Senate at the first Faculty Senate meeting of the academic year to report on its activities.

Membership

The committee will be composed of eleven members, three of whom will be permanent based upon their positions and regular duties in connection to assessment efforts. The members are as follows:

- Provost
- Director of Institutional Effectiveness
- Director of Academic Assessment
- Administrative representative appointed by Vice Chancellor for Finance and Operations
- Administrative representative appointed by Vice Chancellor for Student Affairs
- Administrative representative appointed from the Chancellor's Division by the Chief of Staff
- Administrative Representative from the Deans
- Three faculty members, appointed by the Senate from a list of candidates provided by FWDC, balanced by Program Area.

Membership Terms

- The Provost, Director of Institutional Effectiveness, and Director of Academic Assessment are ex-officio members of the committee.
- Administrative representatives are appointed for staggered three-year terms.
- The Faculty members are appointed for two year terms.

Reports to: Provost and VCAA

Replace with:

The Institutional Effectiveness Committee serves as an advisory group for UNC Asheville's institutional effectiveness process.

Duties

The duties of the Institutional Effectiveness Committee include:

- Advising the Office of Institutional Research, Effectiveness and Planning on the design and implementation of institutional effectiveness processes, procedures, and reporting formats.
- Raising campus consciousness about the importance of assessment and providing a forum for the sharing of assessment techniques and practices.
- Reviewing, and providing feedback on, institutional effectiveness reports submitted by academic and administrative units.
- Reviewing, and providing feedback on, reports on University student learning outcomes submitted by the Office of Institutional Research, Effectiveness and Planning to the committee that advises the Liberal Arts Core
- Advising the Office of Institutional Research, Effectiveness and Planning on how best to communicate with University leadership and the wider University community about

important issues that emerge from regular reviews of institutional level data on institutional effectiveness.

- Submitting a written report to the Faculty Senate at its first meeting each academic year that chronicles the activities of the Committee in the previous academic year.

Membership

The Institutional Effectiveness Committee will be composed of eleven members, three of whom will be permanent members based upon their positions and regular duties in connection to assessment efforts. The members are as follows:

- Director of Institutional Research, Effectiveness and Planning (Ex Officio)
- Associate Director of Institutional Effectiveness (Ex Officio)
- Associate Director of Academic Analytics and Assessment (Ex Officio)
- Administrative representative appointed by Vice Chancellor for Finance and Operations
- Administrative representative appointed by Vice Chancellor for Student Affairs
- Administrative representative appointed by Vice Chancellor for Advancement
- Administrative representative appointed from the Chancellor's Division by the Chief of Staff
- Administrative representative appointed by the Provost
- Three faculty members, appointed by the Senate from a list of candidates provided by FWDC, balanced by Program Area

Membership Terms

- The Director of Institutional Research, Effectiveness and Planning, the Associate Director of Institutional Effectiveness, and the Associate Director of Academic Analytics and Assessment are permanent ex officio members of the committee.
- Administrative representatives are appointed for staggered three-year terms.
- The Faculty members are appointed for staggered two-year terms.

Reports to: Provost and VCAA