

Implementation Team for Institutional Effectiveness Meeting

Tuesday, August 13, 2019
1:30 p.m. – 2:30 p.m.
Stratton Administration Building Room 317

AGENDA

Institutional Learning Outcomes/Process (update)	C. Wells
Assessment Update	K. Prock/K. Rauch
2018-2019 Annual Institutional Assessment Report (timeline)	Team
Define Institutional Effectiveness	Team
Location of ITIE Website	Team

Future Agenda Items:

Assessment Glossary
Middle States Monitoring Report (3/1/2020)
Visual Representation of Institutional Assessment Structure

Fall Meeting Schedule:

Wednesday, September 11	1:00 p.m. – 2:00 p.m.
Friday, September 20 (Chancellor visit)	12:00 p.m. – 1:15 p.m. (lunch – Dr. Fred Burrack; MSU223)
Wednesday, September 25	1:00 p.m. – 2:00 p.m.
Wednesday, October 9	1:00 p.m. – 2:00 p.m.
Wednesday, October 23	1:00 p.m. – 2:00 p.m.
Wednesday, November 6	1:00 p.m. – 2:00 p.m.
Wednesday, November 20	1:00 p.m. – 2:00 p.m.
Wednesday, December 4	1:00 p.m. – 2:00 p.m.
Wednesday, December 18	1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, September 11, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Institutional Learning Outcomes/Process (update)	C. Wells
Assessment Update	K. Prock/K. Rauch
Assessment Glossary	K. Prock
Academic Program Reviews (update)	K. Rauch
Non-Academic Program Reviews (update)	C. Wells
Institutional Effectiveness Defined	Team
2018-2019 Annual Institutional Assessment Report (AAC, AUAC, GEAC, SPR - recommendations)	Team
Location of ITIE Website	Team

Future Agenda Items:

Middle States Monitoring Report (3/1/2020)
Visual Representation of Institutional Assessment Structure

Fall Meeting Schedule:

Friday, September 20, 2019

- ❖ 8:15 a.m. – 9:00 a.m. Dr. F. Burrack. Plenary Session (MSU218)
- ❖ 9:15 a.m. – 10:45 a.m. Dr. F. Burrack. Academic Unit Workshop (MSU218)
- ❖ 11:00 a.m. – 12:00 p.m. Dr. D. Greenstein. Open Forum (MSU183)
- ❖ 12:00 p.m. – 1:15 p.m. Dr. F. Burrack. Lunch (MSU322)
- ❖ 1:30 p.m. – 3:30 p.m. Dr. F. Burrack. Administrative Unit Workshop (MSU218)

Wednesday, September 25 1:00 p.m. – 2:00 p.m. (**CANCELED**)

Wednesday, October 9 1:00 p.m. – 2:00 p.m.

Wednesday, October 23 1:00 p.m. – 2:00 p.m.

Wednesday, November 6 1:00 p.m. – 2:00 p.m.

Wednesday, November 20 1:00 p.m. – 2:00 p.m.

Wednesday, December 4 1:00 p.m. – 2:00 p.m.

Wednesday, December 18 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, October 9, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Institutional Learning Outcomes/Process (update)	C. Wells
Assessment Update	K. Prock/K. Rauch
Assessment Glossary	K. Prock
Academic Program Reviews (update)	K. Rauch
Department of Athletics Five-Year External Review	M. Santos
ITIE Website	B. Meares/C. Wells
Check sheets and Planners Website	B. Meares/C. Wells
➤ See D. Carroll summary	
➤ Which annual report should reflect this evidence of continuous improvement	
2018-2019 Annual Institutional Assessment Report (AAC, AUAC, GEAC, SPR - recommendations)	Team

Future Agenda Items:

Middle States Monitoring Report (3/1/2020)

Visual Representation of Institutional Assessment Structure

Next Meeting:

Wednesday, October 23	1:00 p.m. – 2:00 p.m.
Wednesday, November 6	1:00 p.m. – 2:00 p.m.
Wednesday, November 20	1:00 p.m. – 2:00 p.m.
Wednesday, December 4	1:00 p.m. – 2:00 p.m.
Wednesday, December 18	1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, October 23, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Assessment Update	K. Prock/K. Rauch
Academic Program Review Process	K. Rauch
Administrative Unit Assessment Council	C. Wells
<ul style="list-style-type: none">• Non-Academic Program Reviews (feedback to Vice Presidents)• 2018-2019 Administrative Units and Programs Annual Assessment Report (draft) (review revised charge, key findings, and recommendations)• Annual Assessment Template	
Visual Representation of Assessment Process	Team
Middle States Monitoring Report (3/1/2020)	Team
2018-2019 Annual Institutional Assessment Report (AAC, AUAC, GEAC, SPR - recommendations)	Team

Next Meeting:

Wednesday, November 6	1:00 p.m. – 2:00 p.m.
Wednesday, November 20	1:00 p.m. – 2:00 p.m.
Wednesday, December 4	1:00 p.m. – 2:00 p.m.
Wednesday, December 18	1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, November 6, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

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|---|-------------------|
| Assessment Update | K. Prock/K. Rauch |
| Middle States Monitoring Report (3/1/2020) | Team |
| ➤ Middle States Recommendations (K. Prock/K. Rauch) | |
| ➤ Draft Outline (C. Wells) | |
| ➤ Create Visual Representation of Assessment Process (K. Prock) | |
| ➤ Change Mission/Charge of AUAC (C. Wells) | |
| ➤ Update Undergraduate and Graduate Catalogs (2019-2020)
(C. Wells/B. Meares) | |
| ➤ Update Faculty Handbook (2019-2020) (C. Wells) | |
| ➤ Create Institutional Effectiveness Website (C. Wells) | |
| ➤ Update Student Consumer Information Website (C. Wells) | |
| ➤ Update Middle States Document Repository
(C. Wells/B. Meares) | |
| Administrative Unit Assessment Council (update) | C. Wells |
| ➤ Next meeting (Tuesday, December 3, 2019) | |
| ➤ 2018-2019 Administrative Units and Programs Annual
Assessment Report (updated draft) | |
| ➤ Annual Assessment Template | |
| 2018-2019 Annual Institutional Assessment Report
(AAC, AUAC, GEAC, SPRC - recommendations) | Team |

Next Meeting:

Wednesday, November 20	1:00 p.m. – 2:00 p.m.
Wednesday, December 4	1:00 p.m. – 2:00 p.m.
Wednesday, December 18	1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, November 20, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

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|--|-------------------|
| Assessment Update | K. Prock/K. Rauch |
| Middle States Monitoring Report (3/1/2020) | Team |
| ➤ Visual Representation of Assessment Process (K. Prock)
(General Education Committee Bylaws) | |
| ➤ Institutional Effectiveness Website (C. Wells/K. Prock) | |
| ➤ Implementation Team Website (C. Wells) | |
| ➤ Institutional Learning Outcomes (C. Wells/K. Prock) | |
| Administrative Unit Assessment Council (update) | C. Wells |
| ➤ Next meeting (Tuesday, December 3, 2019) | |
| ➤ November 8 e-mail to Council | |
| ➤ 2018-2019 Administrative Units and Programs Annual
Assessment Report (updated draft) | |
| 2018-2019 Annual Institutional Assessment Report
(AAC, AUAC, GEAC, SPRC - recommendations) | Team |

Next Meeting:

Wednesday, December 4 1:00 p.m. – 2:00 p.m.
Wednesday, December 18 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, December 18, 2019
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

- | | |
|---|-------------------|
| Assessment Update | K. Prock/K. Rauch |
| Middle States Monitoring Report (3/1/2020) | Team |
| <ul style="list-style-type: none">• Visual Representation of Assessment Process (A. Cirucci/K. Prock)• Institutional Learning Outcomes (K. Prock/C. Wells)• Institutional Effectiveness Website (K. Prock/C. Wells)• Implementation Team Website (K. Prock/C. Wells) | |
| Administrative Unit Assessment Council (update) | C. Wells |
| <ul style="list-style-type: none">• Next meeting (Tuesday, January 7, 2020)• 2018-2019 Administrative Units and Programs Annual Assessment Report (updated draft) | |
| Non-academic Self-Studies and External Reviews | Team |
| <ul style="list-style-type: none">• Community Outreach• Human Resources | |
| 2018-2019 Annual Institutional Assessment Report (AAC, AUAC, GEAC, SPRC) (draft) | Team |

Spring Meeting Schedule (Stratton Administration Room 317):

- Wednesday, January 8 1:00 p.m. – 2:00 p.m.
- Wednesday, January 22 1:00 p.m. – 2:00 p.m.
- Wednesday, February 5 1:00 p.m. – 2:00 p.m.
- Wednesday, February 12 1:00 p.m. – 2:00 p.m.
- Wednesday, February 26 1:00 p.m. – 2:00 p.m.
- Wednesday, March 25 1:00 p.m. – 2:00 p.m.
- Wednesday, April 8 1:00 p.m. – 2:00 p.m.
- Wednesday, April 22 1:00 p.m. – 2:00 p.m.
- Wednesday, May 6 1:00 p.m. – 2:00 p.m.
- Wednesday, May 27 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, January 8, 2020
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Assessment Update	K. Prock/K. Rauch
Assessment Infrastructure Diagram	A. Cirucci/K. Prock
Strategic Plan Review	N. Cartwright
Middle States Monitoring Report March 1, 2020 (draft)	Team
Institutional Assessment Report 2018-2019 (draft)	Team
Administrative Units and Programs Annual Assessment Report 2018-2019 (draft)	Team
Non-academic Self-Studies and External Reviews	Team
• Community Outreach	
• Human Resources	
As May Arise	

Spring Meeting Schedule (Stratton Administration Room 317):

- Wednesday, January 22 1:00 p.m. – 2:00 p.m.
- Wednesday, February 5 1:00 p.m. – 2:00 p.m.
- Wednesday, February 12 1:00 p.m. – 2:00 p.m.
- Wednesday, February 26 1:00 p.m. – 2:00 p.m.
- Wednesday, March 25 1:00 p.m. – 2:00 p.m.
- Wednesday, April 8 1:00 p.m. – 2:00 p.m.
- Wednesday, April 22 1:00 p.m. – 2:00 p.m.
- Wednesday, May 6 1:00 p.m. – 2:00 p.m.
- Wednesday, May 27 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, January 22, 2020
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Assessment Update	K. Prock/K. Rauch
Assessment Infrastructure Diagram	A. Cirucci/K. Prock
Strategic Plan Review	N. Cartwright
Institutional Assessment Report 2018-2019 (1-13-20 draft)	Team
Administrative Units and Programs Annual Assessment Report 2018-2019 (1-17-20 draft)	Team
Non-academic Self-Studies and External Reviews	Team
• Community Outreach	
• Human Resources	
As May Arise	

Spring Meeting Schedule (Stratton Administration Room 317):

- Wednesday, February 5 1:00 p.m. – 2:00 p.m.
- Wednesday, February 12 1:00 p.m. – 2:00 p.m.
- Wednesday, February 26 1:00 p.m. – 2:00 p.m.
- Wednesday, March 25 1:00 p.m. – 2:00 p.m.
- Wednesday, April 8 1:00 p.m. – 2:00 p.m.
- Wednesday, April 22 1:00 p.m. – 2:00 p.m.
- Wednesday, May 6 1:00 p.m. – 2:00 p.m.
- Wednesday, May 27 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, February 12, 2020
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Assessment Update	K. Prock/K. Rauch
Institutional Assessment Report 2018-2019	Team
Middle States Monitoring Report (draft)	K. Prock/K. Rauch/ C. Wells
Middle States Monitoring Report Site Visit (draft)	C. Wells
Non-academic Self-Studies and External Reviews	Team
• Community Outreach	
• Human Resources	
As May Arise	

Spring Meeting Schedule (Stratton Administration Room 317):

- Wednesday, February 26 1:00 p.m. – 2:00 p.m.
- Wednesday, March 25 1:00 p.m. – 2:00 p.m.
- Wednesday, April 8 1:00 p.m. – 2:00 p.m.
- Wednesday, April 22 1:00 p.m. – 2:00 p.m.
- Wednesday, May 6 1:00 p.m. – 2:00 p.m.
- Wednesday, May 27 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, February 26, 2020
1:00 p.m. – 2:00 p.m.
Stratton Administration Building Room 317

AGENDA

Assessment Update	K. Prock/K. Rauch
Middle States Monitoring Report	K. Prock/K. Rauch/ C. Wells
Middle States Monitoring Report Site Visit	C. Wells
Non-Academic Unit Assessment	K. Prock/C. Wells
Non-academic Self-Studies and External Reviews	Team
• Community Outreach	
• Human Resources	
As May Arise	

Spring Meeting Schedule (Stratton Administration Room 317):

- Wednesday, March 25 1:00 p.m. – 2:00 p.m.
- Wednesday, April 8 1:00 p.m. – 2:00 p.m.
- Wednesday, April 22 1:00 p.m. – 2:00 p.m.
- Wednesday, May 6 1:00 p.m. – 2:00 p.m.
- Wednesday, May 27 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, April 8, 2020

1:00 p.m. – 2:00 p.m.

Zoom Meeting

AGENDA

Assessment Update	K. Prock/K. Rauch
Middle States Update	C. Wells
Non-Academic Unit Assessment Update	K. Prock/C. Wells
• Policy/Procedure Statement	
Non-academic Self-Studies and External Reviews	Team
• Community Outreach	
• Human Resources	
As May Arise	

Spring Meeting Schedule (Stratton Administration Room 317 or Zoom Meeting):

- Wednesday, April 22 1:00 p.m. – 2:00 p.m.
- Wednesday, May 6 1:00 p.m. – 2:00 p.m.
- Wednesday, May 27 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, April 22, 2020

1:00 p.m. – 2:00 p.m.

Zoom Meeting

AGENDA

Assessment Update K. Prock/K. Rauch

Middle States Conversation with Dr. Idna Corbett C. Wells

Non-Academic Self-Studies and External Reviews (Update) C. Wells

Non-Academic Unit Assessment Procedure K. Prock/C. Wells

1. Update unit listing in Nuventive.
2. Review/update mission statement.
3. Review/update unit operational goals and/or student learning outcomes.
4. Complete template (K. Prock to provide).
5. Ensure self-studies and external reviews are completed as scheduled.

Non-academic Self-Studies and External Reviews Team

- Community Outreach
- Human Resources

As May Arise

Spring Meeting Schedule (Stratton Administration Room 317 or Zoom Meeting):

- Wednesday, May 6 1:00 p.m. – 2:00 p.m.
- Wednesday, May 27 1:00 p.m. – 2:00 p.m.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, May 27, 2020
1:00 p.m. – 2:00 p.m.
Zoom Meeting

AGENDA

Assessment Update	K. Prock/K. Rauch
Institutional Assessment Document Repository	B. Meares/C. Wells
<ul style="list-style-type: none">• Kutztown University Decennial Self-Study SharePoint Site• https://www.kutztown.edu/about-ku/administration/institutional-effectiveness.html	
Non-Academic Self-Studies and External Reviews (update)	C. Wells
Administrative Unit Assessment Council	C. Wells
<ul style="list-style-type: none">• Unit Assessment Template (K. Prock)• Professional Development• Timeline*	
Non-academic Self-Studies and External Reviews	Team
<ul style="list-style-type: none">• Community Outreach• Distance Education• Human Resources	
Future Meetings	C. Wells
As May Arise	

*Timeline – Administrative Unit Assessment

<i>August 21, 2020</i>	Review/revise mission statement; define core functions for 2020-2021; review/update unit operational goals and/or student learning outcomes for 2020-2021.
<i>November 16, 2020</i>	Define criteria for success for each goal/student learning outcome; identify measures for each goal and student learning outcome.
<i>December 18, 2020</i>	Final report for academic year 2019-2020.
<i>September 30, 2021</i>	Submit summary of findings for each goal/student learning outcome and recommended response to the data.

Implementation Team for Institutional Effectiveness Meeting

Wednesday, July 1, 2020
1:00 p.m. – 2:00 p.m.
Zoom Meeting

AGENDA

Replacement for A. Cirucci	Team
Assessment/Academic Assessment Council (Updates)	K. Prock/K. Rauch
Middle States Commission on Higher Education (Updates)	
• Annual Institutional Update (7/13/20 – 8/14/20)	N. Cartwright
• Middle States – KU History of Accreditation	C. Wells
• Follow-up Site Visit (11/12/20-11/13/20) (optional virtual site visit/delayed site visit)	C. Wells
Kutztown University Decennial Self-Study SharePoint Site (6/11/20 meeting with H. Fox/A. Mull)	B. Meares/C. Wells
Non-Academic Program Review Schedule (6/16/20)	C. Wells
Administrative Unit Assessment Council (Update)	C. Wells
• Administrative Unit Goal Assessment Template	K. Prock
• Timeline*	
Rubric – Review of Non-Academic Assessment Plans	Team
Rubric – Review of Non-Academic Self-Studies and External Reviews	Team
• Community Outreach	
• Distance Education	
• Human Resources	

*Timeline – Administrative Unit Assessment

<i>September 30, 2020</i>	Review/revise mission statement; define core functions for 2020-2021; review/update unit operational goals and/or student learning outcomes for 2020-2021.
<i>November 16, 2020</i>	Define criteria for success for each goal/student learning outcome; identify measures for each goal and student learning outcome.
<i>December 18, 2020</i>	Final report for academic year 2019-2020.
<i>September 30, 2021</i>	Submit summary of findings for each goal/student learning outcome and recommended response to the data.

Fall Semester Meetings

- Wednesday, September 2; 1:00 p.m. – 2:00 p.m.
- Wednesday, September 16; 1:00 p.m. – 2:00 p.m.
- Wednesday, September 30; 1:00 p.m. – 2:00 p.m.
- Wednesday, October 14; 1:00 p.m. – 2:00 p.m.
- Wednesday, October 28; 1:00 p.m. – 2:00 p.m.
- Wednesday, November 11; 1:00 p.m. – 2:00 p.m.