



**TO: Academic Deans**

**FROM: Darryl James, Vice Provost for Institutional Effectiveness**

**XC: President Nellis  
Provost Schovanec**

**DATE: October 26, 2015**

**SUBJECT Creation of College/School Level Institutional Effectiveness Committee**

Institutional effectiveness (IE) is the systematic, explicit, documented process of measuring performance against mission in all aspects of the institution (SACSCOC). IE is a mandatory component of our SACSCOC accreditation, and faculty engagement in the IE process is essential for a continuous improvement culture.

Therefore, we are asking that academic colleges and schools create an IE Committee. Each dean may form the committee as they see fit, but it is recommended that the committee should be composed of at least one tenured/tenure track faculty member from each department/area within the college. The college level IE committees will work closely with the Office of Planning and Assessment (OPA), Institutional Research, and the Vice Provost for IE.

The charge to each college level IE committee is to:

- Annually, review the program assessment plans and provide feedback to the program/area and OPA
- Annually, review the complete assessment cycle and provide feedback to the programs, and OPA, such that all programs in a college are reviewed every five years
- Set the minimum acceptable percentages for assessment outcomes, and approve any requested deviations from said minimum
- Additional charges as directed by the dean

A university level IE committee is being formed that will include one member from each college level IE committee. The dean will make the appointment to the university level IE committee from those who are current members of the respective college level IE committee<sup>1</sup>. Terms of service for all university level IE members are three years<sup>1</sup>, and members may be reappointed.

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<sup>1</sup> Must be a current member of the college level committee,

Notification of the college/school representatives should be emailed to Darryl James ([Darryl.james@ttu.edu](mailto:Darryl.james@ttu.edu)) before Nov 20<sup>th</sup>.

The initial university level IE committee meeting is tentatively scheduled for the week of Nov 30 – Dec 4. The overall institution wide IE committee structure is depicted in the figure below.

