# Planning Committee Meeting
## Minutes

**DRAFT**

November 13, 2012
3:05 p.m. – 4:15 p.m.
ADUC 312

| PURPOSE OF MEETING | To review progress made towards goal and metric completion. |
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| CO-CHAIRS | Kevin Koett / Dr. Robert Royar |
| ATTENDEES | Ali Ahmadi, David Barnett, Matt Collinsworth, Dan Connell, John Ernst, Shannon Harr, Michael Henson, Michelle Hutchinson, Kevin Koett, Jill McBride, Rebecca McGinnis, Chris Miller, Emma Perkins, Jill Ratliff, Robert Royar, Erin Wright |

| DISCUSSION |
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The meeting was called to order at approximately 3:05 p.m.

➢ **Dr. Royar instructed committee members to review the minutes from the 10-11-12 meeting that were provided. A committee member had a question regarding capitalization of underrepresented minority in the minutes. The committee member noted on several pages within the document underrepresented minority was in lower case and on another page it was capitalized. The committee member suggested for document consistency, underrepresented minority either be capitalized or appear in lower case. A committee member had an additional question regarding a missing footnote on pages 5-6. Clarification was provided and the footnote was located at the top of page 5 underneath the heading instead of at the bottom of the page. After discussion, committee members agreed to the recommendation to change underrepresented minority for consistency within the document. The co-chairs will introduce a motion at the next meeting to pass the minutes with the aforementioned correction.**

➢ Jill Ratliff presented a document for committee review that incorporated the identified measures each subcommittee was tasked with assessing. Some of the metrics beneath each goal were viewed as not being specific enough to be measurable, did not identify a source of measurement, or needed a definition created in order to proceed with the next step in creating a meaningful metric. Ms. Ratliff informed the committee that all metrics in yellow highlight were the wording subcommittees sent for review and will either be removed and replaced with new metrics (these appear underneath the removed metric and are in bold, italics) or were removed as a future metric that cannot be measured at present. (Revisions/deletions/additions to document appear subsequent pages.)

➢ Committee members also discussed the importance of looking at the scholarly performance of faculty members. Once a scholarly performance definition for faculty members is established, then this can be coded in the Faculty 180 database and reviewed. A committee member noted that PAc 11 delineates what is considered faculty scholarship and should be used as a starting point in the process.

➢ Committee consensus on the issue of reviewing scholarly performance by faculty was reached. There will not be a one-size-fits-all approach as each department and program is different.

➢ Committee members also discussed breaking down ACT scores into sub-categories for analysis (re: Goal 1: Academic Excellence.)

➢ Appointed committee members will speak with each subcommittee to determine if the identified data collection is feasible. Once data is identified, a list will be submitted to the Office of Institutional Research and Analysis to be compiled for the committee.

➢ Jill Ratliff and John Ernst will share the final report with Dr. Andrews. After Dr. Andrews reviews and approves the report, dissemination of the information to the campus community will occur on a staggered schedule. The cumulative report will be archived for future SACS accreditation purposes.

**Additions/Deletions/Revisions to Metrics:**

- **GOAL 1: Academic Excellence**
  **Metric Removed/Added:**
  - *Total amount of funds awarded for academic excellence by MSU including housing, book stipends, and reductions in tuition and fees, as well as actual scholarships (either total $ amount or number of students.)* **REMOVE**—replaced with following metrics:
    - *Amount of funding applied to MSU Scholarships awarded to students with ACT of 21.*
    - *Number of students who receive scholarship and return with scholarship second year.*

  After review and discussion of the two new metrics, committee members decided additional changes to the metric wording. The wording for the first metric should be as follows:
    - *Amount of funding applied to MSU Academic Scholarships awarded to students to which academic criteria is attached.*

  **Metric Added:**
    - *A comparison of the success rate of students who took a developmental course in English or Math in their next course in that discipline compared to students who did not take a development course., what percentage pass the follow on course taken credit.*

  Should be changed to the following:
    - *A comparison of the success rate of students who took a developmental course in English or Math in their next course in that discipline compared to students who did not take a development course, what percentage pass the following course taken for credit.*

  *Notation:* Upon further discussion, committee members determined that reading-intensive courses should also be included in the metric regarding comparison of success rates for students taking developmental courses, as reading is a significant college-readiness issue. Reading-intensive courses will be identified by Emma Perkins.

  **Metric Removed:**
    - University funds devoted to faculty and student scholarly activity, reported as a % of total budget. **REMOVE**—Future Metric (Need to define 'scholarly activity.')

  **Metric Added:**
    - *Percentage of students participating in the Celebration of Student Scholarship. (or perhaps the % change from previous year.)*

  **Metric Removed:**
    - Amount of release time for scholarly productivity. **REMOVE**—Future Metric (Coding needs to be incorporated in Faculty 180 so this is measurable going forward.)

- **Goal 2: Support of Student Success**
  **Metric Removed:**
    - *For Showcase Student Success, an indicator would be data on the amount of programs we offer to do this, the amount of participation from students, and whethere students are satisfied. Perhaps a survey of students participating and a survey of students in the general to see if they know about such opportunities.* **REMOVE**—Future Metric/ Survey of Chairs (Do not currently have a program identified to show case student success; a survey of Chairs to identify programs for this metric needs to be conducted.)

**Metric Added:**
- *# of FY Seminar sections offered each year*

**Metric Added:**
- *Avg. satisfaction rating of students enrolled in FYS courses during academic year*

**Metric Removed/Added:**
- <mark>We don't know much about the comprehensive program for honors students, but assume similar data as we suggest for Showcase Student Success might work for this as well.</mark> **REMOVE**—Replace with following two metrics:
  - *# of students receiving Honors Scholarship*
  - *# of students returning and retaining Honors Scholarship from first to second year*

- ○ **Goal 3:  Productive Partnerships**
  No changes or additions made to document

- ○ **Goal 4:  Improved Infrastructure**
  Add last metric that was left off list:
  **Add Metric:**
  - Percentage of total residence hall rooms renovated.

- ○ **Goal 5:  Resource Enhancement**
  No changes or additions made to document

- ○ **Goal 6:  Enrollment Growth, Retention and Graduation Rates**
  Enrollment Growth
  **Metric:**
  - Graduate and professional enrollment of underrepresented minority students headcount
    **Metric Revision:**
    - Graduate enrollment of underrepresented minority students headcount

  **Metric Removed:**
  - *<mark>Need to identify number of student transfer of General Education Courses</mark>* **REMOVE**—Future Metric (Registrar indicated this is not easily tracked, but may be able to request information from CPE going forward.)

  Retention
  **Metric Addition:**  Committee members want to add low-income designation to retention section.

  Graduation Rates
  **Metric Addition:**  Committee members want to add low-income designation to graduation rates section for bachelors, masters, and doctoral degrees awarded.

The meeting adjourned at 4:15 p.m.