

**ANNUAL REPORT**  
**Date Due: July 31, 2021**

*Institutional Effectiveness*

**University of North Alabama**  
**Florence, Alabama**

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Committee Chair

**July 29<sup>th</sup>, 2022**  
Date submitted

Submitted to:

Shared Governance Executive Committee  
Title/Committee (if applicable)

July 29<sup>th</sup>, 2022  
Date received

# UNIVERSITY OF NORTH ALABAMA

## ANNUAL REPORT 2021-2022

### I. Executive Summary

The Institutional Effectiveness Committee for the 2021-2022 academic year focused on the annual reporting process. The main goal of this committee is to analyze the annual reporting practices of the institution and recommend positive improvements to align with the institutions' goals, as well as the goals of individual units. The evaluation process of our current procedures ensures the institution is proactive in the development of continuous improvement practices, while also promoting a culture of assessment on campus. The Committee met this goal in the 2021-2022 academic year. The members evaluated the current rubric for assessing the units on campus, many changes to the form were made. Each committee member was assigned various units to analyze, utilizing the updated rubric. Each committee member met the November 30<sup>th</sup> deadline and returned each graded rubric to the university's IE representative.

Many of the Institutional Effectiveness modifications, policy discussions, and recommendations for change were put on hold in 2021-2022 given the deadline for the SACS-COC document due in 2022. Many of the committee members, including the Institutional Effectiveness representative for the institution, put the bulk of their efforts in completing their assigned narratives.

### II. The Committee's Charge (from the Shared Governance Document)

1. To recommend and develop procedures for planning and evaluating institutional effectiveness based on university goals, priorities, and the Strategic Plan;
2. To review and evaluate the use of assessment by institutional units and recommend improvement in the assessment process where necessary
3. To review and evaluate the effectiveness of the institution's responses to assessment and evaluation in the form of budgetary or programmatic modifications
4. To review and evaluate the use of benchmarking by individual units for purposes of continual improvement of programs and/or services
5. To communicate activities to the university community
6. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
7. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

October 4<sup>th</sup>, 2022; 2pm – 3pm – Initial meeting for the 21-22 Academic year  
October 21<sup>st</sup>, 2022; 3pm-4pm – Norming session with Committee Members  
E-business: November 4<sup>th</sup>, 2022 – sending of IE Meta Assessment Packets to Members  
E-business: November 30<sup>th</sup>, 2022 – graded Annual Reporting rubrics for academic and non-academic units returned to Committee Chair  
There were not any meetings in the spring semester. The focus for the committee members was on the completion of their assigned SACS narratives. Additionally, the Institutional Effectiveness representative for the institution took another position in mid-spring, so that position was vacant for a short time.

What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

- Institutional Effectiveness Manual Review
- Rubric discussion; many updates were made
- Assignments of Annual and Five-Year Report Reviews to Committee members
  - Review Timeline for Annual and Five-Year Report
  - Norming session discussion
    - Meta-Assessment Timeline
- Grading of each unit by committee members utilizing updated rubric
- Return graded rubrics to IE representative (November 30<sup>th</sup>, 2022)

IV. What were the Committee's formal recommendations?

While updates to the rubric were made, there were no formal recommendations that came from the committee's work in 2021-2022.

V. What does the Committee plan to accomplish

A. In the coming year?

Discussion will unfold as to the future of IE at UNA under new leadership.

B. In future years?

A new IE representative has been named. At the completion of the SACS-COC review in 2023, there will be a revamping to the IE system, including changes to the reporting schedule, annual reporting requirements, as well as five-year reporting standards.

VI. What are the Committee's weaknesses?

N/A

A. What can the Shared Governance Committee help you do to address the weaknesses?

N/A

VII. Comments

N/A