

**Meeting Minutes**

**SACS Institutional Effectiveness Committee, Meeting 2**

February 9, 2010  
3:00 – 4:00 PM

**Attended:** G. Mattox, Chair  
R. Matthews  
S. Watson  
P. MacLeish

V. Floyd  
A. Fox  
R. Morrow  
P. Kennedy

J. Herbert-Carter  
W. Alexander  
D. Florence

**Topic/Agenda Item**

**Discussion/Conclusions**

**Follow-Up/Actions**

Review/Approval of Minutes

- Meeting minutes approved by all members

- Dr. Mattox encouraged all members to read their Resource Manual on Institutional Effectiveness for guidance and review MSM strategic plan.
- The committee developed matrix using areas of focus from the strategic plan. Copies of the strategic plan were distributed.
- SACS will look at institution's strategic plan and effectiveness based on goals.
- Divided committee into subgroups –
  - **Educational Programs and Service** – J. Herbert Carter & R. Matthews
  - **Research Programs** – T. Akintobi & P. MacLeish
  - **Public Service Programs/Community Values** – B. Booth & G. Mattox
  - **Operational Excellence** – R. Morrow & W. Alexander
  - **Outstanding Workplace** – S. Watson & P. Kennedy
- Assignments were given to:
  - Review questions Dr. Mattox is developing
  - Map measures to goal
  - Define what MSM has accomplished
  - Define how information relates to budget and improvements
  - Determine where information is housed
  - Define how often information is collected
  - Determine how information is used

Dr. Mattox will develop questions for sub-groups.

Committee Updates

	<ul style="list-style-type: none"> <li>• Use a 3 year time span for the collection of information.</li> <li>• Subgroups should reference previous meeting minutes for additional sources.</li> <li>• Steering committee can provide previous surveys conducted by the institution.</li> <li>• Cite changes that have been made based on survey results.</li> <li>• Once sub-groups gather information, bring to IE meeting.</li> <li>• Determine what institutional effectiveness activities are ongoing.</li> <li>• Gather information from institutional committees that demonstrate activities have been ongoing over the last three years.</li> <li>• Gather information from the budget process that demonstrates ongoing activity for the last three years.</li> </ul>	
<p>Roles and Responsibilities of Subgroups</p>	<ul style="list-style-type: none"> <li>• <b>Educational programs</b> <ul style="list-style-type: none"> <li>○ Define Academic performance measures</li> <li>○ Challenge – access to confidential information</li> </ul> </li> <li>• <b>Operational Excellence</b> <ul style="list-style-type: none"> <li>○ IT</li> <li>○ Finance</li> <li>○ Maintenance</li> <li>○ Animal Facility upgrade</li> </ul> </li> <li>• <b>Research within educational mission</b> <ul style="list-style-type: none"> <li>○ Changes made based on RAC survey results</li> </ul> </li> <li>• <b>Community/public service within educational mission</b> <ul style="list-style-type: none"> <li>○ Sally Davis has a strategic plan, matrix strategy and balanced score card</li> </ul> </li> <li>• <b>Outstanding Workplace</b> <ul style="list-style-type: none"> <li>○ Changes made based on audit of Public Safety</li> </ul> </li> </ul>	
<p>Next Steps</p>	<ul style="list-style-type: none"> <li>• Obtain reports from previous MSM Institutional Effectiveness Committee.</li> <li>• Sub-groups will present preliminary report at next meeting.</li> <li>• IE Committee will submit final report</li> <li>• June 30, 2010 deadline for Institutional Effectiveness Committee Report for SACS</li> </ul>	
<p>Adjourn</p>		
<p>Next Meeting</p>		<p>February 23, 2010, 3:00 – 4:00pm</p>

## Planning and Evaluation Steps to Major Areas of Institutional Mission

MISSION AREAS	State Purpose	Define Goals/Results	Describe Means of Evaluation	Frequency of Evaluation	Person Responsible	Document Source	Describe Use of Evaluation Results
Educational Programs and Services	Expanding educational programs and sustaining the highest standards of teaching excellence and professional competence	<p><b>Goal 1.1</b> Strengthen academic support services, placing emphasis on enhancing library services and increasing the number of qualified applicants to all degree programs, in particular Georgia residents and under-represented groups.</p> <p><b>Goal 1.2</b> Increase incrementally the entering class size of the MD program to 70 by 2013, while maintaining mission focus, enhancing the quality of the educational experience and consistently achieving first time-taker pass rates and mean scores on USMLE Steps I and II that exceed the national average.</p> <p><b>Goal 1.3</b> Strengthen and expand biomedical science programs resulting in a doubling of the class size of the PhD, Masters of Science in Clinical Research (MSCR), and other Masters degree programs respectively by 2013, while sustaining the highest quality of instruction.</p> <p><b>Goal 1.4</b> Enhance the interdisciplinary focus and contemporary relevance of the MPH program resulting in an increase in the total student body to 75 by 2013.</p> <p><b>Goal 1.5</b> Optimize the management of graduate medical education programs, augment the diversity of clinical experiences, and expand resident involvement in scholarly activity.</p>			J. Herbert-Carter  R. Matthews		

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Research Programs	<p>Creating a culture of outstanding scholarship throughout all components of MSM and strengthening the competitive quality and national reputation of the research enterprise</p>	<p><b>Goal 2.1</b> Strengthen research support systems and the cultivation of emerging ideas to enhance recruitment, retention and the productivity of a critical mass of nationally competitive investigators resulting in a 50% increase in both program project and individual investigator type awards.</p> <p><b>Goal 2.2</b> Strengthen and fully develop a select number of high priority research programs (Cardio Metabolic Diseases, Cancer, HIV/AIDS, Reproductive Diseases and Neurological Disorders) that span basic, clinical, translational, population, and community participatory research, achieving national recognition for the discovery science and impact on minority health and health care.</p> <p><b>Goal 2.3</b> Establish a unique niche in disparities related community-based participatory research, increasing the number of funded health services, medical effectiveness and population-based studies, and health promotion and disease prevention projects by 50 percent.</p>			<p>T. Akintobi P. Macleish</p>		

MISSION AREAS	State Purpose	Define Goals/Results	Describe Means of Evaluation	Frequency of Evaluation	Assign Responsibility	Document Source	Describe Use of Evaluation Results
Public Service Programs/ Community Values	Growing philanthropy and enhancing community engagement and value recognition	<p><b>Goal 4.1</b> Implement a series of creative, coordinated fund raising strategies and advanced stewardship practices that significantly increase gift receipt levels in all categories, and promote public confidence required to launch a capital campaign no later than December 2012.</p> <p><b>Goal 4.2</b> Strengthen brand recognition of MSM and MMA, and promote greater public awareness of our academic, research, health services and community outreach programs.</p> <p><b>Goal 4.3</b> Establish a distinctive niche for MSM as a national leader in the management and coordination of community health advocacy, education, leadership development and public policy programs.</p> <p><b>Goal 4.4</b> Maintain a robust and well coordinated local, state and federal government relations program that ensures appropriate levels of public funding support for continued advancement of academic and patient care programs.</p>			B. Booth G. Mattox		

MISSION AREAS	State Purpose	Define Goals/Results	Describe Means of Evaluation	Frequency of Evaluation	Assign Responsibility	Document Source	Describe Use of Evaluation Results
Operational Excellence	Fostering the highest standards of operational performance, fiscal discipline and service benefit	<p><b>Goal 5.1</b> Develop and implement an information technology strategy that significantly enhances the technology infrastructure to better support academic and administrative processes and the advancement of biomedical informatics and health information technology capabilities.</p> <p><b>Goal 5.2</b> Optimize the management of academic and administrative support services strengthening compliance, risk management, financial planning and budget management processes.</p>			R. Morrow W. Alexander		
Outstanding Workplace	Creating a work environment that is personally and professionally rewarding and conducive to the highest levels of performance	<p><b>Goal 6.1</b> Develop an institution-wide learning strategy approach that is aligned with strategic priorities and address related talent needs and employee development.</p> <p><b>Goal 6.2</b> Expand faculty development programs and opportunities to foster ongoing academic progress and continuous learning.</p> <p><b>Goal 6.3</b> Develop and implement a comprehensive plan to ensure a safer and more secure work environment at all MSM work sites by 2011.</p> <p><b>Goal 6.4</b> Promote the efficient use of facilities and create an environmentally friendly campus that meets the projected needs of academic and community service programs and support services.</p>			S. Watson P. Kennedy		

## **Institutional Effectiveness Committee Reviews**

As discussed during our last meeting, the Institutional Effectiveness Committee will conduct a detailed review of existing evaluation practices within the institution focusing on 5 key areas outlined in MSM's strategic plan. The five areas are:

- Academics (Educational Programs)
- Research Programs
- Public Service Programs/Community Value
- Operational Excellence
- Workplace Excellence

Committee members have been assigned to an area to review. We are asking committee members to address the following four questions:

- Clearly define the institutional goal for your section (listed in matrix)
- Define the expected outcomes or expected achievements
- Describe how achievements are ascertained, what assessment methods are in place, how often are achievements reviewed
- Describe how the data and assessment results are used to make improvements; provide ample examples

Our reviews will cover the past three years to the present. Thanks