**Institutional Effectiveness Committee**

**September 16, 2010**

**Raburn Conference Room**

Chair Blackstone called the meeting to order at approximately 3:30 pm. The following members were present: Dr. Birdie Bailey, Dr. Phillip Bridgmon, Ms. Cindy Conlon, Dr. Lelon Davidson, Dr. Kerry Gatlin, Dr. Vagn Hansen, Dr. Andrew Luna, Ms. Gail Sutherland, Dr. John Thornell, and Mr. Todd Vardaman. Andy Taylor served as a proxy for Ms. Amy Butler.

**Approval of Agenda**

Chair Blackstone added an item (Item #6 – Elect Vice Chair) to the agenda. The agenda was approved by consensus.

**Old Business**

Dr. Luna gave the committee an update on the annual report. The report is now on-line and contains a year’s worth of data. He is in the process of cleaning up the data. He has met with academic areas and will meet with non-academic areas. A clean report is planned for October 1.

Dr. Luna gave the committee an update on the five-year reports. All reports have been turned in from the different departments. They were read by Ms. Molly Vaughn and Dr. Luna. He noted that this was the first year non-academic departments had participated. The reports will now be sent electronically for review and feedback to the department supervisor and an external person chosen by random by Dr. Luna from this committee. The external reviewer will ensure that departments have met criteria and answered questions. Dr. Luna will present the results of the program review at the October meeting.

Concerning General Education Assessment, Dr. Luna informed the committee that a 2-year plan had been made. He met July 17 with department chairs. Department chairs are to give an assessment for each course by September 17. Dr. Luna will gather information from department chairs and alumni and generate an annual report for this year and next year for SACS. He will re-evaluate after SACS.

Dr. Luna met with President Cale concerning the ninety-nine initiatives of the Strategic Plan to track progress. He also met with Dr. Brenda Webb. A request was sent via email concerning the initiatives to the UNA community. Dr. Webb will generate a draft report addressing the initiatives by October.

**New Business**

A new meeting date was decided due to various conflicts for the previous time of meetings. The committee decided by consensus to meet on the third Wednesday at 2:00 pm. The location of the October meeting will be announced at a later date.

The election of a vice-chair was postponed to the next meeting.

**Adjournment**

The meeting was adjourned at 3:52 pm.

Respectfully submitted,

Debbie Westmoreland