**Institutional Effectiveness Committee**

**November 11, 2010**

**Raburn Conference Room**

Chair Blackstone called the meeting to order at approximately 2:00 pm. The following members were present: Dr. Birdie Bailey, Dr. Phillip Bridgmon, Ms. Amy Butler, Dr. Thomas Calhoun, Ms. Cindy Conlon, Dr. Kerry Gatlin, Dr. Vagn Hansen, Dr. Donna Jacobs, Dr. Andrew Luna, Ms. Gail Sutherland, and Dr. John Thornell.

**Approval of Agenda**

Dr. Bailey made a motion to approve the agenda. Dr. Bridgmon seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Ms. Conlon made a motion to approve the October 20 minutes. Dr. Gatlin seconded the motion. The motion passed unanimously.

**Old Business**

Chair Blackstone reported that Ms. Conlon had been contacted to serve as vice chair and is unable to serve at this time. Other committee members were also contacted but were also unable to serve. Chair Blackstone volunteered to serve as chair for an additional year (2011-2012), and Dr. Bridgmon agreed to serve as vice chair. Dr. Gatlin made a motion to approve Chair Blackstone as chair for the additional year and Dr. Bridgmon to serve as vice chair. Ms. Conlon seconded the motion. The vote was unanimous.

Dr. Luna distributed the revised Five Year Reporting Schedule. He noted that the University is currently on Year Four. He informed the committee that he has not met with supervisors of the 12 areas yet but will soon. Dr. Luna reviewed an established process for reporting as outlined on an attached flow chart. The committee had discussion concerning the five year report and made suggested changes. Dr. Luna will consider the changes for revisement. This was an information item for the committee.

Dr. Luna distributed the Academic Department Review. He noted that the review had been done in outline form instead of a guideline form. It has been formatted to be typed in. Dr. Luna also reviewed the Five-Year Academic Department Review Rubric. The committee had discussion and had suggestions for changes and inclusions. Dr. Thornell recommended the committee not vote today but review the report again and recommend changes by email with changes suggested going to all of the committee. Chair Blackstone will send an email to the committee with the deadline for changes to be sent to Dr. Luna.

Due to a time constraint, the committee will review the Educational Support and Administrative Review at the next meeting. The committee was dismissed at 2:45 in order for members to attend the Division I forum.

The next IE meeting will be Wednesday, December 15.

Respectfully submitted,

Debbie Westmoreland