

**INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MEETING MINUTES  
October 7, 2015  
Commons Conference Room**

**Attendees:** Dr. Andrew Luna, Melissa Thornton, Celia Reynolds, Dr. Miranda Bowie, Melissa Medlin, Dr. Greg Carnes, Dr. Eric O'Neal, Dr. Mark Foster presided.

**Approval of Minutes for September 2, 2015 were approved.**

**Annual Report**

As of Oct 7<sup>th</sup>, 2015, six nonacademic departments and two academic departments had not turned in reports, which were due September 18<sup>th</sup>. Dr. Luna followed protocol by making these department's supervisors aware of the past deadline. All outstanding reports should be completed by October 14<sup>th</sup> in order to be reviewed by the corresponding supervisor. Deans and vice presidents have until the beginning of November to review annual reports. Melissa Thornton will be working with certain department chairs in order to improve the quality of annual reports. She will also be working with Mitchell Moon in order to make the annual report system more user friendly. Mitchell will configure the system in order to allow credentials, passwords, and user information to be edited by OIRPA office. System reports will also be implemented in order to allow quick access to reports that are completed. Earlier reminders will be sent to department chairs in succeeding years regarding deadlines and expectations for the annual report.

**5 Year Reports**

Dr. Foster discussed the general formatting of the reports. The question was raised as to whether or not a general format was currently expected by the departments. Presently there is not, but Dr. Luna expressed concern that there needs to be a more consistent format. Melissa was charged with designing a format within the five year report that all departments will follow. This format is to be a style guide that would direct departments in creating their reports. Melissa will present this design at the next IE meeting.

Dr. Bowie discussed reordering the rubric that was created to guide department and reviewers. The current rubric is disjointed and would need to be revised before the next set of reports are due.

Dr. Bowie asked the committee to define what was considered a program within a department. Dr. Luna clarified that programs are categorized according to CIP codes.

Dr. Bowie asked if department visions need to relate back to the strategic plan within the report. Dr. Luna clarified that it does not need to link back to the strategic plan, but it would be ideal if it did correspond to the mission.

Dr. Carnes and Dr. Foster suggested giving the committee examples of an adequate and inadequate report so that each member will be able to gauge what is expected in the department's report.

Dr. Carnes also suggested giving more clarity to department chairs as to what SACS expects within the report.

Dr. Luna clarified that once each report has been evaluated by an IE committee member it will be given to the office of Institutional Research, Planning, and Assessment for further review. OIRPA will contact department chairs to notify them of edits that need to be completed.

Dr. Luna discussed the focus of the five year report. Currently, different time lines are being evaluated by departments. In order to create consistency and clarity among what is expected by the departments, the focus of the five year review will be emphasized to departments in the future.

Regarding monetary specificity, departments should be as specific as possible in order to document budgetary movements with strategic planning.

IE committee members are to submit their five year department reviews by October 16, 2015 to the office of Institutional Research, Planning, and Assessment.

**Announcements**

The next meeting will be Wednesday, November 4th at 2:30pm in the Commons Conference Room.

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Recording Secretary

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Date