

**INSTITUTIONAL EFFECTIVENESS COMMITTEE
MEETING MINUTES
September 2, 2015
Commons Conference Room**

Attendees: Dr. Andrew Luna, Melissa Thornton, Dr. Kim Greenway, Celia Reynolds, Dr. Miranda Bowie, Dr. Mark Foster

Dr. Mark Foster assumed position as Chair of Institutional Effectiveness Committee.

Vice Chair for Institutional Effectiveness Committee

Melissa Medlin received a nomination from the committee for the position of Vice Chair. She accepted the nomination via phone. A vote will be taken at the next meeting or via e-business. After the vote is completed, results will be sent to the Shared Governance Committee as soon as possible.

Five Year Reports

A majority of the departments with the recent five year report deadline have been submitted. Dr. Luna and Melissa Thornton have reviewed the submitted reports. Each member of the committee was given a five year report to review. A rubric was also given as a guideline. Members are to make sure that each question is sufficiently answered. Each academic report should have at least one direct assessment for each specific outcome. If the report does not meet a minimum standard, the report will be returned to the originator for revision. Members have until the IE meeting in October to complete the review.

The revisions of a template was discussed. The template will be used as a guideline for departments writing their five year report. The template will be revised and discussed in detail at the October meeting.

Annual Report

Melissa Thornton has sent out notification to department chairs that the deadline for Annual Reports is September 18th. Departments are to enter the 2016-2017 goals and assess the 2014-2015 goals. The deadline for dean and vice president reviews is set for October 16, 2015.

Announcements

The next meeting will be Wednesday October 7, 2015. A doodle poll will be sent out in order to determine the time.

Recording Secretary