

**INSTITUTIONAL EFFECTIVENESS COMMITTEE
MEETING MINUTES
October 14, 2014
Commons Conference Room**

Attendees: Dr. Andrew Luna, Dr. Mark Foster, Dr. Vicky Hulsey, Ms. Melissa Thornton; Dr. Gregory Carnes

Annual Report System

Dr. Luna announced that the Annual Report system is finished. Melissa Thornton reviewed the system and found that all previous errors have been fixed. The system will now be tested with data in order to determine any additional flaws. The system face is upgraded in comparison to the previous system. Variables have not changed. The only substantial change is in the 5 year goals and the core competencies. Previous year's data are available in the new system. Training will be required for department chairs and directors before the new system is implemented. After training, department chairs and directors will be given an appropriate amount of time to enter information. Given this timeline, the deadline for information imputed into the system will be in December.

Goals for the annual report system include ongoing information that can be used for various reports within departments.

5 Year Reports

Dr. Luna stated that the five year reports have been approved. A listing of the departments will be sent to the deans and vice presidents for review. Any suggestions concerning the scheduling of departments will be considered. After feedback is received from the deans and vice presidents, the list will be amended. At that point the departments who are scheduled for program review during this year will be contacted and given a deadline of June 15, 2015 to complete the form. The OIRPA will be responsible for meeting with department chairs and directors to answer questions throughout the year. After the reports are completed by the departments, they will be forwarded to the IE committee for review. The IE committee will then determine if the answers on the report are adequate. After review, the dean or vice president will receive the report and set up a meeting with the individual department chair. It was suggested that this meeting be supported and confirmed with documentation from the department chairs and vice presidents by the use of a simple form. This form will need to be approved by the appropriate committees. After the meeting has taken place and the form is submitted, the five year report will then be integrated into the annual report system.

Gen-Ed Assessment

Dr. Luna stated that gen-ed assessment discussions will begin in January after the Annual Report and 5 Year Report are both established. The gen-ed assessment will be reviewed in light of the new core competencies to see if changes need to be made. The assessment will be then passed down to the department chairs that are teaching gen-ed courses. This year the Microsoft template used in the past will be used to complete the assessment. In the future, it would be ideal to have the gen-ed assessment added as a component to the electronic annual report system.

SACS mid-term Review

The mid-term review is scheduled for spring 2018. SACS would like to see three years' worth of information on Assessment. They are only looking at 3.3.1 (Academic Assessment). Presently they will not be looking at gen-ed assessment until 2022.

Announcements

The next meeting will be held on November 4, 2014 at 12:30 in the Commons Conference Room unless an e-meeting is determined to be all that is necessary.

Recording Secretary

Date