

**INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MEETING MINUTES  
March 4, 2015  
Commons Conference Room**

**Attendees:** Dr. Andrew Luna, Melissa Thornton, Melissa Medlin, Dr. Kim Greenway, Celia Reynolds

There was not a quorum for this meeting. Items were presented as information only.

**Replacement of Member Dr. Victoria Hulseley**

Melissa contacted Darlene Townsend, president of the Shared Governance Executive Committee, concerning a replacement for Dr. Hulseley. The request has been forwarded to Faculty Senate. Faculty Senate will nominate a member and then return the nomination to SGEC. After these steps have been taken, the nominee will be approved by the President and the IE committee will be notified.

**Feedback from Annual Report**

Melissa Medlin reported feedback stating that the training was very helpful for the new Annual Report system. Dr. Luna suggested that in the future a workshop will be held frequently for those who are new hires or new to the report system. Melissa Medlin also reported that some were having issues with the long term budget information not available after the submission. However, Melissa Thornton stated that this information is available after the user navigates back to the long term budget screen.

Dr. Luna asked that all problems and desired system updates be sent to the OIRPA.

**Five Year Reports**

Dr. Luna stated that the Department of Secondary Education's due date for the five year report has been postponed due to the search for a new department chair. The due date is now scheduled for next year (2016).

**Review of SACS CR 2.5, CS 3.3.1, and FR 4.1**

Dr. Luna supplied excerpts of the SACS compliance report containing the requirements CR2.5, CS 3.3.1, and FR 4.1. He thoroughly explained the outline of the requirements and the documentation that is attached with each criteria.

The Five Year Program Review and the budget section of the annual report are mainly tied into the requirement CR2.5. Once the five year report is completed and approved by the appropriate channels, parts of it will then become an integral part of the annual report. Thus, one will build from the other. Budgetary recommendations that are embedded within the annual/five year report will then be submitted to the Strategic Planning and Budget Study Committee. This process will then be compliant with the SACS requirement CR2.5.

SACS requirement CS 3.3.1 family is the micro area of IE as it pertains to the individual departments. Dr. Luna discussed the division of departments. The annual report in a simplistic way of adequately documenting the quality enhancements at our institution.

Dr. Luna proceeded to explain the SACSCOC standard FR 4.1. This federal standard refers to Student Success. It includes graduation rate, retention, course completion, job placement rates, and state licensing examination rates.

**Review of UNA's Guidebook for Institutional Effectiveness**

Melissa Thornton is in the process of updating the present edition of the Guidebook for Institutional Effectiveness. Each IE Committee member is asked to review the guidebook for revisions they think are necessary. Once the new draft is completed the IE Committee will be asked to approve the document.

**Announcements**

The next meeting will be Wednesday April 1, 2015 at 2:30pm in the Commons Conference Room.

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Recording Secretary

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Date