

INSTITUTIONAL EFFECTIVENESS COMMITTEE
MEETING MINUTES
November 4, 2014
E-meeting via email

Attendees: Dr. Andrew Luna, Dr. Mark Foster, Ms. Celia Reynolds, Dr. Vicky Hulsey, Ms. Melissa Medlin, Ms. Melissa Thornton; Mr. David Shields, Dr. Gregory Carnes, Dr. Kimberly Greenway,

E-Meeting

Dr. Luna sent an email on November 4, 2014 regarding IE items that needed to be discussed. The email was sent to the above attendees.

Annual Report System

Dr. Luna stated that during the week of October 27-31st the Office of Institutional Research, Planning, and Assessment had conducted training on the new Annual Report system. Attendance for the training was good for the three sessions that were offered. There were several errors found within the system, but Mitch Moon has confirmed that the system will be corrected during the week (November 3rd-7th). After system errors are corrected, all participants should be able to begin entering their data. After conferring with Celia Reynolds, Dr. Luna has determined that as long as the departments enter goals for the 2014-2015 year, they should not be asked to assess year 2013-2014. This decision is due to the fact there are existing problems with migrating data from the old system to the new. SACS regulations will be met in time for the review in 2018.

Committee Chair

Dr. Luna announced that Darlene Townsend notified him last week that, because he is an administrator he can NOT serve as chair for the IE committee. The discussion determined that Melissa Thornton would be an ideal selection. A motion was made by Dr. Mark Foster to elect Melissa Thornton as chair. Melissa Medlin seconded the motion and Melissa Thornton was designated as the new chair for the IE committee during the 2014-2015 year.

Announcements

The next meeting will be Tuesday, December 2 2014 at 12:30 in the Commons Conference Room.

Recording Secretary

Date