

**INSTITUTIONAL EFFECTIVENESS COMMITTEE
MEETING MINUTES
AUGUST 21, 2014
1:00 P.M., COMMONS CONFERENCE ROOM**

Attendees: Dr. Andrew Luna, Dr. Mark Foster, Dr. Celia Reynolds, Dr. Vicky Hulsey, Ms. Melissa Medlin, Ms. Melissa Thornton

Meeting Times

Dr. Luna discussed alternate meeting times in order to better to accommodate everyone's schedule. Meeting times were adjusted to the first Tuesday of each month at 12:30p.m and will be located in the Commons Conference Room.

IE Chair Position

Dr. Luna reviewed the Chair position, which Dr. Molly Vaughn held last year. He volunteered to be the Chair due to the newness of the Annual Report System and the constant involvement of the Office of Institutional Research, Planning, and Assessment. The Committee was in agreement with Dr. Luna holding the Chair position for the year 2014-2015.

Annual Report

Dr. Luna discussed the SACS mid-term review. This onsite review is scheduled for 2017. Selected criteria for review by the SACS committee will be the QEP, and the faculty academic portion of Institutional Effectiveness, 3.3.1. In relation, the Annual Report system is projected to be available before the given deadline of September 1, 2014. Normal deadline for the Annual Report by each department is due is September 15, 2014. If the Annual Report system is not available before this date, or the learning curve for the system is more steep than projected, the deadline will be changed to October 15, 2014, and a template of the annual report will be sent to the directors and department chairs to fill out electronically. After completion, the templates will be returned to the OIRPA and entered into the Annual Report System once it is operating. If the Annual Report system is functioning by deadline; training will be available for department chairs. The deans and vice presidents' deadline for the Annual Report will always be a month after the department chairs and directors. This insures them adequate time for review.

Dr. Luna reviewed the administrative tree set up with the various levels within each one of the divisions. Annual reports will be reviewed by OIRPA and the committee will be notified of any suggestions.

Five Year Review

Dr. Luna stated that Melissa Thornton has made changes to the academic portion and updated the non-academic portion of the Five Year Review. The first agenda item for the next meeting will be to review and approve the changes. Melissa is also working on the five year cycle. Suggestions have been made to certain divisions to consolidate. The Five Year Review deadline will be June. Deadlines for both Annual Report and Five Year Review will be firmly reinforced by the following actions: those departments who do not meet the initial deadline will be contacted via email and assessed individually to find out why the deadline has not been met. An one week extension will be given to those departments who do not meet deadline. If this deadline is not met, supervisors will be notified. Five Year Reviews will be reviewed by IE committee in order to ensure appropriate SACS criteria are met. After review, Five Year Reviews will be given to the dean or vice president with the expectation that a meeting with the Department Chairs will take place to discuss and incorporate some of the report within subsequent Annual Reports.

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

Recording Secretary

Date