

**INSTITUTIONAL EFFECTIVENESS COMMITTEE
MEETING MINUTES
April 1, 2015
Commons Conference Room**

Attendees: Dr. Andrew Luna, Melissa Thornton, Melissa Medlin, Dr. Kim Greenway, Celia Reynolds, Dr. Miranda Dqykg."Ft0"Gtke"QøPgcñ

Minutes were approved from March 4, 2015.

IE Policy concerning Dean/VP Review of Five-Year Reports

Dr. Luna stated that due to SACS 2.5, there needs to be a cyclic review of academic and non-academic program departments. It was the goal, in the past, for the five-year reports to be submitted by the departments to the Institutional Effectiveness Committee for review and then submitted to the Dean or Vice President in charge of that department. Deans/Vice Presidents would then meet with the departments in order to go over the report and set short term and long term plans. These plans would then be incorporated into the Annual Report. At that time a simple form was suggested by Kerry Gatlin in order to document the meetings between the Dean/Vice President and the Chairs/Directors of the departments. However, this form was not approved at that time to become a part of the five-year report process.

Dr. Luna presented the committee with copies of the form proposed in the past for keeping documentation of the meetings that occur between the departments and Vice Presidents/Deans. He suggested a similar document be used in order to document the meetings that occur. Dr. Luna also envisioned that one annual report system could be utilized to incorporate the numerous outstanding reports that are being done throughout administration.

Melissa Medlin suggested adding a form in the online system that can be accessed during the meetings held between department chairs and their supervisors. This would offer a more streamline approach to documenting the visits.

Dr. Kim Greenway made a recommendation that a way to guarantee the five-year reports are used correctly would be to assure that those in supervisory roles were having conversations with departments in order to convey the necessity and usability of the report system.

A discussion was made between members concerning why the form might be rejected among administration. This could be due to process streamlining concerns. However, it was deemed important that a method of documentation be used to reflect the correct procedure.

After this discussion, Dr. Luna offered to develop a draft of the form based upon feedback from the COAD. He will present this information at the IE meeting following the COAD meeting in which this is discussed.

Comments from the Committee on the Guidebook for Institutional Effectiveness

Several committee members expressed more time to review the guidebook. A motion was made to extend the review of the guidebook until the following meeting. All were in favor of extending the deadline.

Guidebook will be reviewed at upcoming meeting.

SACS Policy Statement on Student Success

Celia Reynolds, SACS Liaison, was given information for a policy regarding student success in which some action is n

Dr. Luna stated that he thought this information would be included in a mission statement instead of specific goals institution.

Dr. Luna suggested that a statement of student success would appropriate in regards to fulfilling the requirements set by SACS criteria 2.5 and 2.3.

Dr. Luna and Ms. Celia Reynolds will continue to investigate the requirements of this criteria. They will continue to bring any further developments up for review to the committee.

Announcements

A doodle poll will be sent out to determine the date of the next meeting since the regularly scheduled date falls during semester exams. The result will be announced via email.

Recording Secretary