

**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