



## Institutional Effectiveness Committee

Minutes September 17, 2020

Zoom

1. Welcome

**Chair of the Committee, Dr. Leah Graham gave a brief welcome and introductions were completed by each member.**

2. Vote for Vice Chair

**Dr. Leah Graham opened the floor for nominations. Dr. Molly Mathis was nominated and voted Vice Chair for 2020-2021.**

3. Charge of Committee and Scope

**Ms. Bliss Adkison reviewed the charge of the committee and the scope of the committee.**

4. Review of Institutional Effectiveness Guidebook and website

**Ms. Bliss Adkison reviewed the Institutional Effectiveness Guidebook and the website with the committee.**

5. Timeline for Annual Report and Five-year Report Review

**Ms. Bliss Adkison reviewed the timeline for the Annual Report met-assessment process. Due to the pandemic, the review process will start in the Spring. Members will schedule a time for a meta-assessment norming session in order to review the rubric.**

6. Set standard meeting time

**Meeting will be set in the Spring**

7. Adjourn