

**Institutional Effectiveness  
Meeting Minutes  
October 1, 2008  
3:30 P.M., GUC Loft**

**Attendees:** Dr. Medders, Dr. Luna, Dr. Bailey, Dr. Rowe, C. Reynolds, K. Kennedy, D. Shields, Dr. Gatlin, Dr. Fernstrom, L. Thompson, Dr. Williams (Proxy for Dr. Blackstone), Dr. Bridgmon, Dr. Holland, Dr. Smith, Dr. Wilson, Dr. Hansen, R. Horn, T. Vardaman

**Approval of Agenda:**

Upon a motion by Dr. Holland and second by Dr. Wilson, the agenda was approved unanimously.

**Approval of Minutes:**

Upon motion by Dr. Wilson and second by Dr. Holland, the minutes of the meeting of September 10 we approved unanimously. There were two grammar changes made to the minutes and will be posted on the IE website.

**Election of Vice Chair**

Mr. Shields discussed the importance of selecting a Vice Chair, since there were no volunteers Mr. Shields will personally contact several members of the committee.

**Role of IE Committee**

Discussion continued from the previous meeting, clarifying the role and charge of the IE Committee. Mr. Shields will put together all of the information and prepare a document that will be presented at the next scheduled meeting.

**Old Business / Pending Action Items**

Annual Action Plans – Dr. Luna held two workshops to help assist academic and non academic departments. The new template is available on the OIRPA office website.

IE Timeline Matrix - A copy of the IE timeline matrix was given to the members of the committee for the purpose of program review.

Program Review Guideline Changes – Dr. Luna met with the 4 department Chairs. They made changes to the review guidelines and Dr. Luna will present the changes at the next meeting for further discussion.

Academic Department Review Rubric – Dr. Luna presented the rubric template to the committee. The committee discussed changes to the document and Dr. Luna will make the necessary changes and bring it back to the committee for further discussion.

Consultants Report – Dr. Luan asked the committee to review the report prior to the next meeting.

**Meeting Adjourned – 4:40 p.m.**