**Institutional Effectiveness Committee**

**October 20, 2010**

**Raburn Conference Room**

Chair Blackstone called the meeting to order at approximately 2:00 pm. The following members were present: Dr. Birdie Bailey, Dr. Phillip Bridgmon, Ms. Amy Butler, Dr. Thomas Calhoun, Dr. Kerry Gatlin, Dr. Vagn Hansen, Dr. Donna Jacobs, Dr. Andrew Luna, Mr. David Shields, Dr. Steve Smith, Dr. John Thornell, Mr. Todd Vardaman and Dr. Sue Wilson.

**Approval of Agenda**

The order of the agenda was changed. Item 7 will be presented before Item 6. Mr. Vardeman made a motion to approve the agenda with the noted change. Dr. Wilson seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Mr. Shields made a motion to approve the September 16 minutes. Dr. Gatlin seconded the motion. The motion passed unanimously.

**New Business**

 Dr. Blackstone will contact Ms. Cindy Conlon for consent of her nomination for vice-chair. She will notify the committee by email concerning the nomination.

Dr. Calhoun was introduced and welcomed to the committee. He was approved by Shared Governance to serve on the committee.

**Old Business**

**Annual Reporting/Five Year Reporting**

Dr. Luna reported receiving feedback from the committee concerning the five-year reports.

Dr. Luna noted four issues concerning the five-year reports.

1. Question whether or not the vice-president’s and deans should complete a five-year report.

After discussion, general consensus was that the five-year reports are redundant for some areas. Dr. Thornell suggested that Dr. Luna present a list of who is to do the annual and five-year reports in the future for the committee’s approval at the November meeting.

1. Dr. Luna noted three entities that possibly should not be in the reporting system: Kilby School, Small Business Development Center, and Inservice.

It was noted that Kilby is self-reporting. The committee expressed concern that the other entities might not be included elsewhere. This issue will be addressed in the list at the next meeting.

1. Dr. Luna noted that there are numerous small departments that may need to be consolidated in certain areas.

Dr. Luna distributed a handout entitled the “Five Year Reporting Schedule.” The handout covered Year One (2007-2008) through Year Five (2011-2012). The committee discussed possible changes to be made including consolidation.

1. Approximately nine departments have not submitted their 2009-2010 annual reports.

 Dr. Luna has sent emails concerning those departments to the vice-presidents. Dr. Luna will compile a list of who is doing the annual report currently and will email the list for review to the committee for changes and recommendations.

**Five Year Report Assessment**

Dr. Luna and Ms. Mollie Vaughn previously read the reports. The committee members read their assigned reports by using a rubric. The committee discussed possible changes concerning the rubric and guidelines. It was suggested that a template could possibly be used. Dr. Luna will have an outline for a template for the November meeting for discussion. Also discussed were categories of reports and the reporting process. A possible reporting process was discussed: (1) the review process - the report is reviewed by the supervisor of the department and the IE committee person, (2) minor changes - the report would go to Dr. Luna and he would distribute to the department for changes. After changes were made, Dr. Luna would sign off on the report and file it, (3) major changes – Dr. Luna would work with the supervisor to make changes and resubmit the report to the committee for evaluation. Dr. Luna will have an outline of the process for the committee to review and approve at the November meeting. Dr. Luna noted that current reports will be reviewed as related to rubrics. Committee members turned in their reviewed reports with recommended changes to Dr. Luna.

Dr. Bridgmon made a motion to adjourn at 3:06 pm.

Respectfully submitted,

Debbie Westmoreland