Institutional Effectiveness Committee

March 3, 2011

Raburn Conference Room

Chair Blackstone called the meeting to order at approximately 3:15 pm. The following members were present: Ms. Amy Butler, Dr. Thomas Calhoun, Dr. Pamela Chaney, Dr. Kerry Gatlin, Dr. Vagn Hansen, Dr. Andrew Luna, and Dr. Steve Smith.

**Agenda**

Due to a lack of a quorum the agenda was reviewed but not approved.

**Minutes**

Due to a lack of a quorum the November 11, January 27, and February 17 minutes were not approved. They will be reviewed and approved at the next IE meeting.

**Old Business**

Dr. Gatlin informed the committee that he met with the SACS Leadership Team as an intermediate stop before today’s meeting. Concerning compliance issues, he informed the committee that there was no longer partial compliance (either in or out of compliance) and that some department chairs have not completed the loop for 2009-10. An email from Dr. Luna was sent to all departments to complete reports by March 11. Dr. Luna’s office will then summarize as a composite report for the University. This committee will revisit the narrative. It was noted that 2010-11 data will be due in the summer, and UNA would then have two years data which is the minimum for SACS. There was discussion concerning what the IE Committee can do to help get the University in compliance. Dr. Luna has devised the following template for the composite report:

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| --- |
| Department |
| Number of goals |
| Goals they support |
| Learning outcomes |
| Core competencies |
| Assessment for goals |
| Assessment for learning outcomes |
| Changes and achievements |

Dr. Gatlin requested that the template be used for the 2010-11 report with the additional box added to identify major changes/achievements. He also requested that this addition be sent out for an electronic vote to the committee by Chair Blackstone. Chair Blackstone will send out to the committee.

Dr. Blackstone addressed concern about the problem of having no quorum and how to address this issue. Composition of the committee and voting ability will be addressed at the next meeting.

Dr. Luna noted that the final annual report is due in September. UNA will then have three years (2008, 2009, 2010) of data in the annual report system. It was also noted that Dr. Luna’s office is populating data for the 2008-09 report which did not include learning outcomes. A paid consultant is working on this report.

The meeting was adjourned at 4:09 pm.

Respectfully submitted,

Debbie Westmoreland