

INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MEETING MINUTES  
October 14, 2014  
Commons Conference Room

Attendees: Dr. Andrew Luna, Dr. Mark Foster, Dr. Vicki Hulse, Ms. Melissa Thornton, Dr. Gregory Carnes

Annual Report System

Dr. Luna announced that the Annual Report system is finished. Melissa Thornton reviewed the system and found that all previous errors have been fixed. The system will now be tested with data in order to determine any additional flaws. The system is upgraded in comparison to the previous system and variables have not changed. The only substantial change is in the 5 year goals and the core competencies. Previous year's data are available in the new system and training will be required for department chairs and directors before the new system is implemented. After training, department chairs and directors will be given an appropriate amount of time to enter information. Given this timeline, the deadline for information inputted into the system will be in December.

Goals for the annual report system include ongoing information that can be used for various reports within departments.

5 Year Reports

Dr. Luna stated that the five year reports have been approved. A listing of these reports is attached to the minutes. The reports are: 8.9(e)-1.6(m), 8.1.8(m), 5.5(s), 8(t), 2.-11.8-2.4. The reports will be due by the end of the year.

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Meeting will be held on November 4, 2014 at 12:30 in the Commons Conference Room unless another meeting is