

INSTITUTIONAL EFFECTIVENESS TEAM

Minutes

January 23, 2006

1 p.m.

Academic Affairs Conference Room

INVITEES/ATTENDEES (IE Team):

Shawn Brayton, Pam Chally, Neal Coulter, Larry Daniels (absent), Angela Garcia, Faith Hall, David Jaffee, Deborah Kaye, John McAllister (absent), Jay Coleman, George Perkins, Tom Serwatka, Shari Shuman, Bob Smallwood, Judy Solano, Lance Taylor, Mark Workman.

AGENDA

1. Discuss assignment from last week and provide examples from units.

The committee had a major discussion concerning interpretation of the *Strategic Planning and Continuous Improvement Process*. Most particularly, *Outcomes*. Plan to revise original template to delete the descriptive headings so that the template will only include:

Mission Statement

Goals

Actions

Outcomes

Evaluations

Continuous Improvement

Shawn Brayton, Tom Serwatka and Mark Workman will meet to solidify vocabulary.

Meeting adjourned at 2:30 p.m. [Minutes submitted by Julia Dickie]