

## **INSTITUTIONAL EFFECTIVENESS TEAM**

### **Minutes**

**February 13, 2006**

**1 p.m.**

**Academic Affairs Conference Room**

### **INVITEES/ATTENDEES (IE Team):**

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

### **AGENDA**

#### 1. Comprehensive Standards Audit

#### *Comprehensive Standards (3.3.1 - Institutional Effectiveness)*

Please review current spreadsheet on the N Drive:SACS/SACS Information/Core & Comprehensive Standards.

- The group discussed that all colleges start the strategic planning right away in order for assessment tools to be created by May. Dean Coulter suggested that the group identify internal SACS representatives to facilitate workshops within colleges and departments to help create strategic plans. Please contact Shawn for more assistance.
- Graduate ALCs: The group discussed a consistent Graduate ALC format versus a modified format to fit each department needs. To start with, if you have an accrediting body choose their format *if* applicable (it must meet all undergraduate ALC requirements) or use the Undergraduate ALC format with modification.
- Shawn requested that the group send examples of Critical Class Assignments/Rubrics via e-mail to the IE team (in the Global Address book in Outlook).

The committee will pick up at item # 3.4 – *Educational Programs*.

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