

Institutional Effectiveness Team

Minutes

June 19, 2006

1:00 PM

Academic Affairs Conference Room

INVITEES / ATTENDEES (IE Team):

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

AGENDA

The group discussed compliance assignments and who is responsible for seeing that they are met. Shawn provided a handout detailing which IE Team member will review specific criteria and will provide these documents electronically on the IE website. Each individual IE Team member is responsible for selecting their own sub-committee to review these core requirements and comprehensive standards. When reviewing the standards and requirements IE Team members should use the green workbook as a starting point for determining what each criteria specifically requires. Break down each criterion into its critical aspects.

The group also discussed ways to avoid overloading certain individuals who may be asked to serve on several sub-committees. It was decided that the IE Team members would begin asking faculty and staff to participate on the sub-committees and re-examine the question of overload if and when it becomes an issue.

The group also decided to add Bob Wood, Dean of Continuing Education to the IE Team.

DUE DATES

August 31 Complete steps 1 – 4 on the Compliance Assignment Guidelines handout

September 30 Complete steps 5 – 6 on the Compliance Assignment Guidelines handout
If an item is found to be in compliance, begin drafting the case for compliance and let Shawn know what supporting documentation will be used to demonstrate and where that data is located

If an item is found to be in partial compliance or non-compliance, begin forming an action plan to address specific areas not met

CHANGE TO MEETING TIMES

The next IE Team meeting will be **July 10**. Effective on this date all IE Team meetings will begin at **1:30 PM** and will last for an hour. The frequency of the meetings may change in the coming weeks but for now all team members are asked to keep them as a weekly appointment.