

## **Institutional Effectiveness Team**

### **Minutes**

**August 21, 2006**

**1:30 PM**

**Academic Affairs Conference Room**

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

Lance Taylor, Shawn Brayton, Dale Clifford, Tom Serwatka, David Jaffee, Faith Hall, Deb Kaye, David Fenner, Judy Solano, Mark Workman, Imeh Ebong, Shirley Hallblade, Marianne Jaffee, John McAllister, Neal Coulter

### **AGENDA**

The group discussed what progress has been made over the summer and reviewed due dates for assignments. Some team members are having trouble getting their sub-committee members together. It was noted that this may be due to the fact that faculty are generally unavailable during the summer months. Some sub-committees that have met have expressed interest in surveying the campus community on a number of items. The team agreed that it would be best to formulate one carefully crafted survey to send out in the fall rather than several small ones. Team members who have questions to include on the survey should email them to Shawn along with names of people who may be helpful in crafting the questions.

Mark noted that there were discussions about including the QEP at the Presidential leadership retreat this fall. That campus-wide presentation will be delayed until the academic leadership has a chance to frame the conceptualization for the QEP.

### **DUE DATES (Let Shawn know if you need an extension)**

*See August 21 email from Shawn for additional information*

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

### **NEXT MEETING**

The next IE Team meeting will be held after August 31, probably closer to the September 30 due date. This will allow time for team members to discuss any questions / concerns they have regarding the Compliance Assignment Guidelines and any necessary action plans.