

Institutional Effectiveness Team

Minutes

November 6, 2006

1:30 PM

Academic Affairs Conference Room

INVITEES / ATTENDEES (IE Team):

Shawn Brayton, Dale Clifford, Neal Coulter, Doreen Daly, Imeh Ebong, David Fenner, Shirley Hallblade, Chip Klostermeyer, David Jaffee, Marianne Jaffee, Tom Serwatka, Shari Shuman, Bob Smallwood, Mark Workman

AGENDA

The purpose of today's meeting was to discuss the makeup of the QEP Planning Team and Core Requirement 2.5.

The QEP Planning Team will identify a topic related to student learning for the QEP plan. The QEP Plan will require buy-in from faculty and staff so it is important that the members of this team are well respected by their peers. Several faculty members were recommended as possible candidates for the QEP Planning Team including Earle Traynham, Judy Rodriguez, Jay Coleman, and Bill Slaughter. Full, tenured professors with strong roots in the faculty are preferred. Shawn would like for this team to meet for the first time in early December. The Deans are asked to recommend faculty who would be willing to serve on this team this week.

The team also discussed Core Requirement 2.5. SACS required some follow-up from UCF on this requirement. Shawn shared a handout with the team and will follow up with additional documentation as it becomes available. This requirement has been assigned to the IE Team as a group but Shawn and Shari will primarily be responsible. Input from the following individuals will be necessary to ensure compliance with this requirement: Deb Kaye, Dale Clifford, and someone from Student Affairs. Lance Taylor may need to provide input in certain areas. Shirley Hallblade also volunteered to focus on this requirement as the Library's representative. Shawn will look at the University's and the colleges' strategic plans and work to link them to this requirement. Other IE Team members may be asked to provide input related to this requirement at a future date.

The next meeting is scheduled for November 13 at 1:30 PM. Shawn would like to begin working on a timeline of tasks for the next six months at that meeting.

Meeting adjourned at 1:55 PM. Minutes submitted by Michele Czerwinski.