Institutional Effectiveness Team Meeting
February 4, 2008 @ 1:30 PM

Academic Affairs Conference Room

INVITEES / ATTENDEES (IE Team):
Shawn Brayton; Larry Daniel; Imeh Ebong; Douglas Eder; Shirley Hallblade; Deborah Kaye; Mark Workman; Barbara Hetrick; Marianne Jaffee; Anita Vorreyer; John McAlister; Faith Hall; Tom Serwatka

Chair called meeting to order at 1:35pm.

A motion to approve the minutes from the January 7, 2007 IE Team Meeting was passed.

Points for discussion were:
Δ Dr. Ed Rugg, Executive Director, Enterprise Information Management at Kennesaw State University will be the guest of Student Affairs on April 1, 2008. An invitation was extended to IE Committee Members to attend a Student Affairs hosted luncheon.
Δ Review of proposed SACs re-accreditation package cover page.
Δ Review of current UNF Strategic Plan website.

Chair - Dr. Ed Rugg from Kennesaw State University is coming to UNF at the invitation of Student Affairs to meet with members of the UNF community and to give a seminar on the subject of Community Based Learning. Members of the IE team are invited to lunch at 11:30 on April 1 with Dr. Rugg. At that time the IE team has direct access to Dr. Rugg for the purpose of conversation in a relaxed setting about QEPs and SACS expectations.

Shawn Brayton – Sought the committee’s thoughts with regards to proposed re-accreditation package cover page. The committee overwhelming agreed that this proposal didn’t capture the prime elements of UNF motto i.e. diversity, faculty-student interaction. However, the committee did provide appropriate “rudder” needed to gain the committee’s approval i.e. the proposal should intimate with perceived audience as well as subsume to the current UNF perspective. A small subcommittee consisting of Deb Kaye; Marianne Jaffee; and Faith Hill, each thought that they might have some people who may be interested in helping produce some alternative proposals. The turn-around time for this project is sometime around the end of February.

Chair – Discussed his viewpoint pertaining to the current strategic plan website. The “prima facie” question asked: is the data being collected on this website useful. There is apparently some irregularity due to the multiple locations of strategic plan and/or annual reports. Whereby the data collected is being stored in various locations on the
UNF server. This singular abnormality is making it increasingly difficult for anyone to complete a review of college strategic plans. This review is necessary to begin the process of constructing the university defense for 2.5 and 3.3.1. Many of the committee members were under the conviction that much of if not all of these reports were completed and uploaded into the new strategic plan software but that the proper flag was not position to indicate its completion. Shawn Brayton was going to generate a list of department that is not identified as completed within the software. Once this list has been generated, a copy will be provided to the IE committee membership.

The next Institutional Effectiveness Meeting is scheduled for Monday, February 18th, at 1:30pm

Meeting adjourned at 1430. Minutes submitted by Derek Pringle.