Institutional Effectiveness Team Minutes
January 7, 2008 @ 1:30 PM

Academic Affairs Conference Room

INVITEES / ATTENDEES (IE Team):
Brayton, Shawn; Coulter, Neal; Daniel, Larry; Ebong, Imeh; Eder, Douglas; Fenner, David;
Hallblade, Shirley; Kaye, Deborah; Workman, Mark; Hetrick, Barbara; Jaffee, Marianne;
Vorreyer, Anita; McAllister, John; Hall, Faith; Noonan, Ann

Chair called meeting to order at 1:35pm.

A motion to approve the minutes from the 12-28-07 QEP Meeting was passed.

Points for discussion were:
- Amy Driscoll has accepted the role as our SACS external consultant.
- QEP Development Team is looking to conduct a telephone discussion with Amy Driscoll on Wednesday, February 6th;
- Provisional IE Team schedule for spring, 2008 meetings was e-mailed to the committee before the holiday
- break;
- Discussion concerning the status of UNF’s preparation for SACs re-accreditation followed:

  Shawn - Discussed “IE” Team Compliance assignments. She conducted a round-table status update for all line items contained within her handout. (ref. “IE Team Compliance” handout)

  Legend to accompany the IE Team Compliance handout— DUR = Document under review; CONSULT = Contact IE Team/Designee (the need for dialogue); EN = Enhance narrative; RL= Review Language.

  Chair –There is both urgency and importance surrounding these documents.

  Provost –All colleges should make a sincere effort to complete updates of colleges’ narratives, strategic plans, academic learning compacts, and graduate learning objectives.

Next Institutional Effectiveness meeting is scheduled for Monday, February 4th, at 1:30pm.

Meeting adjourned at 3:50 PM. Minutes submitted by Derek Pringle.