minutes

Institutional Effectiveness Committee

*Date | time* 11/16/2016 1:00 PM | *Meeting called by* Jordan Denton

Committee members

Lindsey Ingmire, IMSSO | Courtney Kline, Admissions | Aubrey Holt, Campus Life | Rhonda Fleming, Registrar (absent) | Cheryl Moody, Administration & Finance | Lindelle Frazier, Student Services | Ken Wester, OIS | Tiffany Henry, Sponsored Programs | Christine Austin, OAIE (chair) | Jordan Denton, OAIE (absent)

| Agenda |
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| **CALL TO ORDER**: * Meeting officially began at 1:02pm.
* The approval of last month’s minutes were tabled for approval at the January meeting.

**NEW BUSINESS:**  Jordan began the meeting by taking lead and handing out the agenda as well as an additional handout containing a list of the offices that were going to be reviewed in the upcoming semesters. * Self-Assessment Review Schedule
	+ Jordan opened the conversation by letting the committee know that only 6 offices had come forward with a preference as to when their self-assessment would take place. The committee would have to agree on when the remaining offices will have their review done before the end of the meeting.
	+ Jordan mentioned that the committee would be broken down into two groups. One group would focus on administrative offices, while the other group would focus on student services. Committee members in attendance would be picking the group each committee member would be assigned to. Personal preference was given to individuals.
		- Dr. Austin pointed out that it should be a goal of the group that all committee members eventually get comfortable enough with reviewing administration as well as student services.
	+ Presently, we are full for the fall 2017 semester. The goal is to have five to six offices reviewed for each semester between the fall 2017 and spring 2019 semesters.
	+ Jordan was cautionary that all the offices for the fall 2017 semester would be done in time. Jordan suggested that when reviews for one particular group becomes work load dense, that individual committee members from the opposite group assist.
	+ Below is the set timeline for when each department is going to have their self-assessment review done.

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| Spring 2017 | Fall 2017 | Spring 2018 |
| **Fall 2017** | **Spring 2018** | **Fall 2018** |
| Academic Advising Center | Accounting Office | Academic Affairs |
| Admissions | Accounts Payable | Advancement & Alumni |
| Physical Plant | Campus Life | Affirmative Action |
| Registrar | Controller | Career Services |
| Sponsored Programs | Counseling Services | Disability Services |
| Student Accounts | Library | Diversity and Inclusion |
|   | Student Support Services | Human Resources |
|   | Testing Services | Student Conduct |

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| Fall 2018 | Spring 2019 |
| **Spring 2019** | **Fall 2019** |
| Budget | Administrative Services |
| IMSSO | Athletics |
| Institutional Research | Financial Aid |
| Payroll | Health Services |
| Public Safety | Office of Information Systems |
| Residence Life | Post Office |
| Student Success | Procurement |
| Veteran Services | Tech Museum |
|   | University Marketing & Communications |

* Council for the Advancement of Standards in Higher Education (CAS Standards)
	+ Jordan shared a presentation to the committee about the CAS self-assessment guide. The CAS Book of Standards will be used as a means of back checking each office.
	+ Jordan mentioned that the format that she created can be altered depending on people’s needs and preferences.
* Review One-Page Assessment Reports Submitted for 2015-2016
	+ Jordan asked the committee to begin to look at the reports that were submitted so that everyone can begin to become familiar with the format.

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| **OTHER BUSINESS:** None |
| **Future Agenda Items & Meeting Dates:** * Wednesday, January 18th at 1pm in Brown 355.Those in attendance at the meeting agreed that the third Thursday of each month at 1pm would still work.
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| **Announcements:*** Books are available in the Assessment Office if any committee member would like to take a look at them. There is a possibility that the office will get a flash drive with all the information committee members may need.
* Due to the end of the term coming up, there will be no meeting for the month of December.
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| **ADJOURNMENT:** Meeting officially ended at 1:54pm |