



## Institutional Effectiveness Committee

Minutes September 17, 2020

Zoom

1. Welcome

Chair of the Committee Dr. Leah Graham gave a brief welcome and introductions were completed by each member.

2. Vote for Vice Chair

Dr. Leah Graham opened the floor for nominations. Dr. Molly Mathis was nominated and voted Vice Chair for 2020-2021.

3. Charge of Committee and Scope

Ms. Bliss Adkison reviewed the charge of the committee and the scope of the committee.

4. Review of Institutional Effectiveness Guidebook and website

Ms. Bliss Adkison reviewed the Institutional Effectiveness Guidebook and the website with the committee.

5. Timeline for Annual Report and Five Year Report Review

Ms. Bliss Adkison reviewed the timeline for the Annual Report meta-assessment process. Due to the pandemic, the review process will start in the Spring. Members will schedule a time for a meta-assessment training session in order to review the rubric.

6. Set standard meeting time

Meeting will be set in the Spring

7. Adjourn