

**INSTITUTIONAL EFFECTIVENESS COMMITTEE  
MEETING MINUTES  
January 13, 2015  
Commons Conference Room**

**Attendees:** Dr. Andrew Luna, Dr. Mark Foster, Ms. Celia Reynolds, Dr. Vicky Hulsey, Ms. Melissa Medlin, Ms. Melissa Thornton; Dr. Gregory Carnes

**Annual Reports**

OIRPA will begin to review completed annual reports in order to determine adequate quality of the reports. After reviews are complete, the Deans and Vice Presidents will begin completing their reports. IE committee will review Annual Reports via email and then discuss at the following meetings.

OIRPA would like for committee members to call designated staff and faculty in order to access the new Annual Report system. Melissa Thornton will provide a list of contacts for each member. They should report their findings at the following meeting.

**Guidebooks for Institutions Effectiveness**

OIRPA will review and edit the guidebook in order to update the information. The IE committee will then be asked to review the document and make revisions.

**Five Year Reports**

Copies of the Five Year Reports will be given to the IE committee during the first meeting of the fall 2015 session. The deadline for Five Year Reports to be given to the Vice Presidents will be in October. The following departments are scheduled for Five Year Reports this year (year 1): HPER, Social Work, Secondary Education, Criminal Justice, Sociology, Chemistry and Industrial Hygiene, Nursing, Foreign Languages, Information Technology, and Geography.

**New Meeting Times**

The Committee decided to move monthly meetings to the first Wednesday of each month at 2:30pm in the Commons Conference Room due to scheduling conflicts.

**Announcements**

The next meeting will be Wednesday February 4<sup>th</sup> at 2:30pm in the Commons Conference Room.

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Recording Secretary

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Date