Committee on the Assessment of Institutional Effectiveness  
February 21, 2014  
Members in attendance: William Veal, Jason Howell, Chad Galuska, Tyler Mobley, Neal Tonks, Robert Cameron  
Ex-Officio Members in attendance: Beverly Diamond, Jim Posey  
Location: HHP Dean’s conference room, second floor of 86 Wentworth  
Time: 10:00-11:00am

1) Minutes from the January 23 meeting were approved with a correction to the listing of Ex-Officio Members.

2) W. Veal discussed the committee’s assigned task of reviewing components of the 5th-year Interim Report using the rubric that was sent out in email. Several committee members indicated that they had reviewed the Sufficiency of Faculty component of the report. B. Diamond indicated that SACS is concerned with institutions setting their own definitions and goals, and suggested that the committee provide feedback on definition of full-time faculty. The committee discussed the current definition of “Full-Time Faculty,” the inclusion of Adjunct Faculty teaching 12-hour loads in that category. Discussions led to proposing a new criterion for the rubric sent out by W. Veal that would allow for the review of measures and definitions that are used in generating reports of this nature. Committee members continued the discussion of the inclusion of adjuncts in the definition of full-time faculty.

3) W. Veal assigned homework for committee members to review components 4.1 (student achievement) and 3.3.1.1 (program assessment) of the 5th-year Interim Report using the updated rubric that will be sent out soon.

4) W. Veal discussed other potential charges and proposed the dissolution of the committee should a worthwhile charge not be found.

5) Committee’s entry in the FAM (kept for continuity).

Current Proposed Wording: (copied from minutes of 1/23/14 meeting)

14. Committee on Institutional Effectiveness  
a. Composition: Nine faculty members. In addition, the following are ex-officio non-voting members: the Provost or his/her designees and the Associate Vice President for Institutional Effectiveness & Planning.

b. Duties:

(1) To collaborate with the College administration on compliance with the requirements of the Southern Association of Colleges and Schools Commission on Colleges.

(2) To review the College’s Institutional Effectiveness processes and make recommendations as necessary (including but not limited to Accreditation Standards, Assessment Cycle, Assessment Guide).

(3) To review or initiate policies related to institutional effectiveness.

(4) To communicate (remainder of statement to be determined).