Institutional Effectiveness Committee
Meeting Minutes
November 3, 2017

Attendees: De’Mon Andrews, Donald Avery, James Beall, Alan Brasher, David Gribbin (Chair), Caroline Joyner, Nick Kelch, and Deborah Vess attended. Members absent: James Beall, David Chevalier, Cliff Gay, Elizabeth Gilmer, and Deborah Lee

Mr. Gribbin began the meeting at 11 am by welcoming everyone and saying that all documents related to the meeting were available on MS 365 OneDrive, including annual report templates and rubrics. He then discussed the EGSC Degrees and Majors Authorized list available on the USG website, pointing out that each of the 19 degree programs listed will need to be assessed annually in advance of the next decennial review. Dr. Vess noted that we will need to show that we are closing the loop on continuous improvement.

Mr. Gribbin then reported on the number of administrative and academic program assessment plan documents that have been received to date. He noted that while most of the documents have been received on the administrative side, plans for half of the 16 associate degree programs were not yet complete.

Dr. Brasher asked for clarification about his program assessment responsibilities given his appointment to the Institutional Effectiveness Committee. Mr. Gribbin said that Dr. Brasher’s committee membership entailed acting as a liaison to the other academic program coordinators in the School of Humanities and did not mean that he had overall responsibility for academic assessment within the school.

Mr. Gribbin then introduced the administrative unit and academic program annual report templates and annual report rubrics that have been uploaded to OneDrive. Dr. Vess noted that the rubrics would be used to evaluate the quality of assessment plans and annual reports.

The meeting concluded at 11:30 am.

Minutes submitted by David Gribbin