

Institutional Effectiveness and Assessment Committee
Meeting Minutes
September 21, 2004

The meeting began at 4:00 p.m. in the Rondthaler Room of the Hunter Conference Center. Present: Said Bahi, Patrick Clarke, Carl Ellis, Susan Gardner, Deb Hill, Brian Hoover, Prent Klag, Dale Orton, Mike Richards, Julie Simon and Bonny Rayburn.

Absent: Renee Ballinger.

- I. Approval of Minutes: The minutes for the August 23, 2004 meeting were approved unanimously.

- II. Review of Draft Assessment Plan Document: Mike stated that members of the subcommittee had met and had compiled a draft document to outline an assessment plan for SUU. The document is meant to be looked at as an example of assessment tools being used to assess at the University level. Each area will want to look at the assessment tools that pertain to them and make the appropriate changes within the plan's framework. Committee members went through the document page by page, suggested minor changes and came to the consensus that the plan was ready for campus-wide comment. Mike will make suggested technical changes, add a cover letter, and e-mail new draft to committee members for their review. He asked that committee members e-mail their feed back to him regarding the document by Wednesday, September 29th. The revised plan will then be distributed campus-wide for recommendations and will be finalized at the next committee meeting on October 19th.

- III. Meeting Adjourned: Meeting was adjourned at 5:00 p.m.