

**Institutional Effectiveness and Assessment Committee**  
**Meeting Minutes**  
**September 13, 2005**

The meeting began at 8:00 a.m. in the Rondthaler Room of the Hunter Conference Center.

Present: Renee Ballinger, Said Bahi, Steve Barney, Mikhail Bouniaev, Patrick Clarke, Carl Ellis, John Eye, Jeff Fisher, John Groesbeck, Deb Hill, Prent Klag, David Mcguire, Lee Montgomery, Harold Ornes, Julie Simon, and Bonny Rayburn.

Excused: Dale Orton

1. **Welcome** – Lee Montgomery thanked committee members for coming and had each of them introduce themselves to the rest of the group. Handout - list of members.
2. **Review of Charge to Committee** - Handouts – 1) Policy 13.29, Institutional Effectiveness and Assessment Committee and 2) Generic Model for Implementation of Institutional Effectiveness and Assessment Activities in Higher Education. Lee reviewed the charge to the committee as stated in the policy. He mentioned that he'd like this committee to help the deans and department chairs in the implementation of the strategic plan. There was a lengthy discussion on committee members views of exactly what is expected of the committee.
3. **Report on Progress of University Strategic Plan** - The Presidents Council has discussion of the strategic plan listed on the agenda today. It seems they are reviewing the financial section. Committee members agreed that there is a need for some kind of fiscal information to be included in the plan.
4. **Discussion on College and Departmental Strategic Plans** – Lee stated that he thought the development of a template would help colleges and departments develop their own strategic plans that would in turn lead into the University strategic plan. Committee members admitted that not much more could be done until the University strategic plan is approved and in place.
5. **Next Meeting** - The next meeting will be held at 8:00 a.m. on Tuesday, October 11th in the Rondthaler Room.
6. **Adjourn** – The meeting was adjourned at 9:00 a.m.