

Dalton State College

Meeting Minutes

Committee: Institutional Effectiveness Committee

Date/Time/Place: February 15, 2001, 1:30 p.m., LIA 236

Presiding: Laura Rose

Present: Elizabeth Bagley, Terry Bailey, Frank Beesley, Henry Codjoe, Judy Cornett, Donald Davis, Sarita Gale, Kent Harrelson, Faye Hawkins, Nancy Mason, Jane Parks, Patricia White

Absent: Carolyn Higgins

Topic	Discussion/Report	Disposition
Chairperson Laura Rose began meeting by distributing IE documents to all committee members.		
Laura Rose welcomed all committee members, thanking several specifically for their particular roles.		
Frank Beesley introduced himself as the Self-Study “coordinator” and gave committee members an overview of the self-study purpose and process.	Discussion focused largely on the college’s mission statement and its relationship to self-study. We were told of the forthcoming self-study newsletter, our role as a self-study committee, the importance of gathering current statistics, and the need to review the overall self-study plan and calendar.	
Chairperson Laura Rose provided an overview of IE documents.	Discussion focused on defining Institutional Effectiveness. An important goal of the committee is to find documents supporting	

	<p>the ongoing assessment process. Does the college fulfill its “must statements?” Do we “close the loop,” i.e., provide documentation of “continuous improvement?” Frank Beesley mentioned that failure to do so often lands schools in trouble with SACS. Faculty qualifications were another weak spot of self-study reports. Patricia White asked about past recommendations and whether this information should be referred to by the IE committee. Frank said that past self-study reports should not directly guide our task. Henry Codjoe stated, however, that earlier SACS recommendations cannot be entirely overlooked. Laura Rose pointed out that “bragging” about ourselves was also important.</p>	
<p>Additional handouts distributed by chair.</p>	<p>Discussion focused on documents “Planning and Evaluation: Educational Program” (3.1) and “Planning and Evaluation: Administrative and Educational Support Services” (3.2). Chair suggested that committee members speak with appropriate college officials about assessment documentation and relevant data supporting accreditation “must statements.” Patricia White asked about “should statements” and their relevance to our task. Henry Codjoe also suggested that</p>	<p>3.1 and 3.2 and 3.3 SACS assessment criteria were divided among IE committee members. Suggestions were made regarding interview questions. Henry suggested that we have baseline questions: for example, “Do you evaluate the effectiveness of your office?” “How often do you evaluate the effectiveness of your office?”</p> <p>Subcommittees are comprised of: Laura Rose, Elizabeth Bagley, Judy Cornett , 3.1,1</p>

	<p>we look at substantive change documents as well.</p>	<p>Jane Parks, Nancy Mason, Faye Hawkins, 3.1,2-3.</p> <p>Patricia White, Sarita Gale, Terry Bailey, 3.1, 4-5-6.</p> <p>Carolyn Higgins, Patricia White, Sarita Gale, Judy Cornett, Donald Davis, 3.2, 1-2.</p> <p>Kent Harrelson 3.3</p> <p>Henry suggested that as we collect documentation we place it in the SACS office locate in Liberal Arts Building 239. Findings are due in two months, at next IE committee meeting, presently scheduled for Tuesday, April 17.</p>
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