

Attending:

Ginny Burley, Chair
 Sheryl Hullings
 Paul Kittle

Michelle Grimes-Hillman
 John Nixon

Charis Louie
 Grace Hanson

Jemma Blake-Judd
 Odette Richardson

Barbara McNeice-Stallard
 Phil Maynard

Minutes	
Guests: NONE	
Item/Comments	Discussion/Outcome
1 Review of PIE Form for 2006-07	<ul style="list-style-type: none"> Reviewed response at PAC of Ginny's presentation of changes in PIE forms for the 2006-07 year. The main concern emerging from PAC review was the requirement that departments should report completion of an assessment cycle without adequate notice. The modification to our requirement is to require instead that each department/unit report on collection and summary of assessment data for this year's report. The cover memo will clearly state that IEC's goal is that each department will have completed an assessment cycle by the end of the academic year so that the complete cycle can be reported for 2007-08. We discussed ways of providing feedback both to managers or department heads on the quality of their PIE reports or summaries from last year. A number of options were considered, but we will address the issue more comprehensively at our next committee meeting. The issue of poor quality reports surfaced in terms of the IEC responsibility and role. Our role is to monitor the process and focus on institutional-level communication regarding institutional effectiveness. Individual unit compliance issues or quality of engagement at the unit level is more appropriately dealt with at the unit level.
2 Electronic communication	Forms and cover memo will be sent out electronically to the entire campus. No hard copy documents will be provided. With the establishment of an IEC website, information will be made available to everyone at any time.
3 Other: Training	<ul style="list-style-type: none"> We reviewed training effectiveness from last year. In general, organized training sessions were not as well attended or as useful as the training sessions provided for individual departments or groups. Therefore, we will focus this year on providing unit-level training as requested. Discussion of who on the committee would be interested or available for training yielded a conclusion that Jemma should be the contact person, and that Barbara would like to be included in PIE training appointments. Ginny will remind Instruction Team members to call Jemma to set up appointments to review PIE at the division level with the department chairs. The general announcement that goes out to the campus will include a statement about contacting Jemma for necessary training appointments for PIE.
4 Agenda for next meeting	We will devote the next meeting to reviewing the forms and the process for PIE summary, including the roles of the deans/supervisors as well as the vice presidents. This seems to be the most pressing issue in our issue bin.
Issue Bin/Future Agenda:	Future meetings: Nov. 13 and 27, Dec. 11
<ol style="list-style-type: none"> How to appropriately include committees in the PIE process. The summary forms and process. Research issues related to institutional effectiveness 	