

In attendance, SACS consultant—Margaret Sullivan

Agenda Topics

1. Systematic Review of ALCs for CAS
2. Decision for review of COB and COE ALCs
3. Discussion of review of Graduate Programs in ALC form
4. Discussion of changes to the ALC web-interface
5. Next meeting—11/18 in TER 300... 11/11 is an observed holiday

**USFSP • Institutional Effectiveness Committee • MINUTES**

Order of Business:

Attendees: Cyndie Collins, Kevin Coughlin, Scott Geiger, Morgan Gresham, Margaret Hewitt, Diane McKinstry, Kathleen Moore, Mark Pezzo, Zafer Unal, and J. E. Gonzalez

1. Systematic review of ALCs for CAS

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Discussion: ALCs for CAS were reviewed by the IEC. Pairs of committee members were assigned to review four ALCs each. Reviews were discussed and comments were compiled for dissemination to the department chairs.

Conclusion: It was decided that Mark Pezzo would lead the discussion of IEC reviews with department chairs at their next meeting—Nov 12<sup>th</sup>.

Action Items: Comments will be compiled for dissemination.

Responsible Person(s): Jenny Waggoner

Due Dates: In advance of Nov 12<sup>th</sup> department chairs meeting.

2. Decision for review of COB and COE ALCs

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Discussion: It was originally agreed that COB and COE would review each other's ALCs, but SACS consultant Margaret Sullivan indicated that they needed to be reviewed by the full IEC.

Conclusion: The ALCs will be scheduled for review at the next meeting.

Action Items:

Responsible Person(s):

Due Dates:

3. Discussion of Graduate Programs in ALC form

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Discussion: It was noted that ALCs are required of UGRD programs by the state, but that graduate programs typically undergo 3- or 5-year reviews. How should this be handled for SACS? Margaret Sullivan indicated that for SACS purposes, graduate programs should be assessed in the same way that UGRD programs were assessed.

Conclusion: Graduate program ALCs will be scheduled for review at the next meeting.

Action Items:

Responsible Person(s):

Due Dates:

#### 4. Discussion of changes to the ALC web-interface

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Discussion: It was noted that the ALC web-interface had been improved to include an “action taken” field and a toggle that allowed users to move between 2008-09 and prior year ALCs.

Conclusion: It was noted the “action taken” field should be re-labeled “Use of Findings.”

Action Items:

Responsible Person(s):

Due Dates:

#### 5. Next meeting—11/18

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Meeting Room Schedule:

Mtgs in TER 300: 9/23, 10/7, 10/21, 11/4, 11/18, 12/2

Mtgs in BAY: 9/30, 10/14, 10/28, 11/11, 11/25, 12/9 – dial-in is available at: 873-4362

Conclusion:

Action Items:

Responsible Person(s):

Due Dates: