I. Welcome

II. Approval of Minutes

III. Revision and approval of IE Logic Models

IV. Distribution of relevant paperwork, documents, and files
   a. Committee Members and Charge
   b. Style Guides
   c. IE Matrices

V. Distribution Strategy for IE Matrices
   a. List of units divided by type: educational / university support
   b. Instructions/directions

VI. First draft discussion and determination of data needs

VII. Timelines
    a. First drafts of report due November 2012
    b. Final drafts of report due March 2013

VIII. Determination of Regular Meeting Time

IX. Questions

X. Adjourn

Minutes of Meeting:

- Welcome by Dr. Courtney Kernek
  - Recognized new committee members Linda and Chip
- Minutes reviewed. A motion was made by Ricky to approve the minutes and seconded by Cheryl. The motion passed and the minutes were approved
- Discussed the IE Matrices and it was decided after any changes to present them at the next UEC meeting
  - Decided to present the support matrix but handout examples of both
  - The educational matrix will be presented at the Deans’ Council meeting
Texas A&M University – Commerce
Institutional Effectiveness Committee

September 20, 2012 at 3:00 pm in BA 218

- Cheryl has created a presentation with a sample and will forward to Dr. Kernek and Dr. Hogan
  - It was decided Cheryl will give her training presentation at the UEC meeting
- Requested all committee members submit their units to Dr. Kernek and she will compile and send to Dr. Hogan
- Timeline for the IE matrices should be consistent
  - The 2012-2013 Plans are due on October 19, 2012
- Requested the last 2003 reaffirmation report be sent out in .pdf format
- Handed out the style guide template to all committee members
  - Reminded everyone we will have an editor working on our final draft
- Meet every other Thursday, at 3:30 pm for 1 hour

In attendance:

Dr. Courtney Kernek; Dr. Roseann Hogan; Mrs. Cheryl Scott; Dr. Sharon Johnson; Dr. Linda Ball; Dr. Anil Chourasia; Dr. Chip Fox; Dr. Ricky Dobbs; Ms. Rebecca Hanstad