October 4, 2012

I. Welcome

II. Approval of Minutes

III. Distribution Strategy for IE Matrices
   a. Overview of UEC
   b. Committee member updates

IV. First draft discussion and determination of data needs
   a. IE Plans for 2012-13 due from units by October 19th
   b. IE sections due to IE Committee Chair on or before November 12th

V. Timelines
   a. First drafts of report due to SACS Steering Committee November 16th
   b. Final drafts of report due March 2013

VI. 2012 Meetings
   a. 11/1; 11/15 (Thursdays at 3:30)

VII. Questions

VIII. Adjourn

Minutes of Meeting:

- Welcome by Dr. Courtney Kernek
  - Recognized new committee member Lisa Martinez
- Minutes reviewed. A motion was made by Linda and seconded by Chip to approve the minutes with one change. Motion passed and the minutes were approved
• Dr. Kernek gave an update regarding the IE Matrices that were presented at the last UEC meeting with the IE Administrative Support Services Presentation that Cheryl did. There were no changes forwarded by the UEC so the last version of the IE Matrices should be used
  o All matrices are due on October 19 to committee members and IEP
  o The due date is for this year only. There will be a different due date for beginning the next fiscal year so the loop can be closed before they are handed in – that date will be communicated later
  o It was discussed since the matrices were not a closed loop plan the last two columns may be blank when handed in
  o Rebecca will send out the last version of the matrices and the presentation to all committee members – done on 10/5/2012
• Dr. Kernek would like to have her draft completed by November 12
  o At the next committee meeting on November 1st all committee members need to bring their draft (it is okay if it’s still in the writing phase)
  o Any questions or additional data needs should be identified at that time
    ▪ If any data is needed before the November 1st date send an email to Rebecca and copy Courtney
• Committee members are requesting to have access to WEAVE and SUPER to extract data from previous years
  o Shauna Canalez is the WEAVE administrator and can give direction to committee members
  o Courtney will check with Shauna on the WEAVE extraction project to see if the documentation uploaded in WEAVE is also being extracted
  o Not familiar with the SUPER database – Courtney will speak to Dr. Hogan about how to get access
• A folder will be set up on the SACS drive called IE Matrices
  o There will be two folders under IE Matrices for the Educational Programs Plans and the Support Services Plans
  o All matrices will be housed here so they can be linked to the draft
• Dr. Kernek will set up a meeting with Dr. Hogan and Lisa Martinez regarding the research and community standard which Mr. Randy Jolly was previously responsible for
  o Rebecca will forward all minutes and any other committee assignments Mr. Jolly was on to Lisa – sent on 10/5/2012
  o Courtney will forward any drafts Mr. Jolly had previously turned in and the IE Committee assignments
• Dr. Ford will send a revised units / program list to Courtney
In Attendance:

Dr. Courtney Kernek; Dr. Judy Ford; Dr. Sharon Johnson; Dr. Chip Fox; Dr. Linda Ball; Ms. Lisa Martinez; Ms. Rebecca Hanstad