I. Welcome

II. Approval of Minutes

III. Unit updates on IE matrices

IV. First draft discussion and determination of data needs
   a. IE sections discussed in detail
   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. 11/15 (Thursdays at 3:00)

VII. Questions

VIII. Adjourn

Minutes of Meeting:

- Dr. Kernek welcomed the committee
- Review of meeting minutes.
  - Motion to approve was made by Dr. Ford and seconded by Dr. Chourasia.
  - The motion passed and the minutes were approved.
- Unit update on IE matrices
  - 3.3.1.1 (COSEA) Dr. Fox advised some units were deleting the instructions on the form to allow for more space. Dr. Kernek advised that was acceptable. Some departments weren’t sure if they needed to turn in
a matrix. Dr. Kernek advised they will need to fill out the IE Support matrix.

- 3.3.1.1 (CHSSA) Dr. Ford stated some of the IE matrices for the departments were multiple pages with a narrative draft. There are still a few departments that need to return them.

- 3.3.1.1 (COEHS) Dr. Ball has received the majority of the IE matrices. There have been some program changes since the original list was compiled. Dr. Kernek advised to highlight the changes on the unit list and return it to her so it can be updated. The narrative is not written yet. Some departments said they don’t have support services. Dr. Kernek advised the departments are administrative and support their respective departments so will need to fill out the matrix.

- 3.3.1.2 Mrs. Scott advised she received the IE matrices and there were some variations on what was turned in. The President’s office was to be covered in this standard, but it is also covered in the Governance section. To prevent duplication clarification is needed on what, if anything should be added from that office. It was decided that the working plan and goals for that office need to be included here.

- 3.3.1.3 Dr. Johnson explained she is still missing three matrices and expects to have them in a couple of days. The narrative is written and in the editing stage. Continuing to assemble the resources.

- In regards to the Strategic Task Force Committee, is this still an active committee? Dr. Hogan stated she was doing a presentation on Monday to PAC on the process to execute the new strategic plan.

- Dr. Kernek wanted clarification if the last IEP manual was current. Dr. Hogan advised it was not and that it will be updated after the recommendations are received. We should use the last IEP manual for now.

- Timelines
  - Rough drafts should be turned in to Dr. Kernek by November 12 so they can be edited and given to the SACS Steering Committee by November 16.
  - Once they are received, we will meet on November 15 and review the narratives to decide if compliant or not compliant.
  - For the rating it was decided that the majority of the findings would determine the category.

- Next meeting will be at 3:00 pm on November 15.
In Attendance:

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