

**Institutional Effectiveness Subcommittee**  
**01.15.08**

**Members Present:** Dr. Katherine Garlough, Ms. Susan Jefferies, and Mr. Steven Maier

**Members Absent:** Dr. James Bowen, Dr. Mike Knedler, Dr. Mark Denton, Dr. Beverly Warden, Dr. Dean Scarbrough, and Ms. Sheri Bushman

Meeting began at 4:00 P.M.

Dr. Garlough and the committee members decided that since attendance was low, handouts would be passed out, and the meeting would be rescheduled.

Dr. Garlough did address some issues before the meeting was adjourned.

**Course Evaluations:** Dr. Garlough handed out the summary of all the course evaluations. Mr. Maier suggested that it could help if the results summary was broken down between tenor, non tenured, and adjunct faculty to help assess the problems. Dr. Garlough stated this could be possible, it would just take some time. The course evaluation policies were discussed next. Dr. Garlough stated that it was policy that the CIE's were not returned until semester grades had been turned in and that it is policy that CIE's are not returned when there is less than three people in a class. Mr. Maier stated that in the past the raw data was turned back to professors who had less than three but the calculations were not. Dr. Garlough than stated the qualitative data could be returned but not the comments because it would be too easy to identify the students.

Meeting adjourned at 4:30 P.M.

Minutes submitted by Molly Hill