



Committee Meeting Minutes

Meeting Date	4/13/16
Meeting Time	1:00-2:00 p.m.
Meeting Location	Board Room
Type of Meeting	Committee
Committee	Institutional Effectiveness
Facilitator	Mandy Schram
Attendees	Laurie Neadeau, Devery Fairbanks, Julia Stephani, Bill Stephani, Tami Nendick, Liz Polzin, Cassy Keyport, Betty Kimbrell

Agenda Item #1:		
Time Allotted	30 minutes	
Presenter	Mandy Schram	
Discussion The Committee reviewed the annual work plan and developed a summary of accomplishments for the 15-16 academic year as well as a work plan for the 16-17 academic year.		
Conclusions See above		
Action Items	Person Responsible	Deadline
Type the final documents and post to the website	Mandy	4/20/16

Agenda Item #2:	
Time Allotted	30 minutes
Presenter	Mandy Schram
Discussion The Committee identified the work plans needed for the upcoming academic year and decided on due dates: Individual/Department Annual Report Summaries for the 15-16 academic year are due May 2, 2016. Individual/Department Work Plans for the 16-17 academic year are due June 1, 2016. Committee Annual Report Summaries and Work Plans will be completed by May 14, 2016.	
The following individual/department work plans are required for the 16-17 academic year. Not all completed work plans for the 15-16 academic year, therefore, not all will have annual summaries.	
President's Office (Dan) – none for the 15-16 year	

President's Office/Development (Shieleen) – none for the 15-16 year Human Resources (Lee) – Mandy will complete summary for 15-16 VP of Operations and Academic Affairs (Mandy) Chief Financial Officer (Tami Niswander) Director of Assessment and Institutional Effectiveness (Nadine) – none for the 15-16 year Director of Student Services (Laurie) Director of Student Success (TBA) Bookstore (Jamie) – none for the 15-16 year Financial Aid (Jamie) – none for the 15-16 year Admissions Counselor (Betty) Recruitment and Retention Counselor (Brandon) Accounts Payable Specialist (Sheila) – none for the 15-16 year Maintenance/Janitorial (Tami Niswander) – none for the 15-16 year Library (Cassy/Jen)		
Conclusions See above		
Action Items	Person Responsible	Deadline
See due dates listed above	Mandy will monitor and send reminders	See above



4/17/16

Signature of Committee Chair

Date