

UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	Institutional Effectiveness Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Ad Hoc	
Reports to:	Vice President for Academic Affairs		
Term/Date formed:	1999-2000		
Membership (Describe in general terms who should serve on the committee/council): Total = 11			
<i>Faculty Senate Member(s):</i>	Faculty Senate President		
<i>Staff Senate Member(s):</i>	Staff Senate President		
<i>Faculty/Staff Members:</i>	VPAA-6 (Vice President for Academic Affairs, Director of Assessment and Evaluation, Associate SACSCOC Liaison, Chair of General Education Committee, Chair of Strategic Planning Steering Committee, Dean of Graduate School); President's Representative-1; VPIS-1 (Executive Director of University Planning and Analysis)		
<i>Student Members:</i>	SGA President		
<i>Ex Officio Members:</i>	N/A		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	VP for Academic Affairs		
<i>Co-Chair:</i>	Director of Assessment and Evaluation		
<i>Secretary:</i>	Elected from the members		
Charge (Describe the charge or purpose of the committee/council):			
Integrate information from university level assessment efforts and produce an overall assessment of institutional effectiveness; report on the assessment of institutional effectiveness annually to the President.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
The faculty/staff members of this committee are determined by the committee/council office or supplemental position held. Members will serve as long as they hold the committee/council office or supplemental position. If member's committee/council is disbanded or if member no longer holds supplemental position, the holder will be removed from the committee. Faculty Senate and Staff Senate representatives will serve as long as they hold the Office of President of their Senate. SGA representative will serve as long as they hold the Office of President of the SGA.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Co-Chair:</i>	Assist the chairperson with duties and chair the committee in the absence of the chairperson.		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on an appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Staff Senate Member(s):</i>	Represent the Staff Senate at all committee meetings, report committee actions to the Staff Senate, and participate in committee responsibilities.		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	Represent the SGA at all committee meetings, serve as liaison for the student body, and participate in committee responsibilities.		
<i>Ex Officio Members:</i>	N/A		
Last updated	<input checked="" type="checkbox"/>	Date: 9/18/18	Signature: Allison L. Thompson
Last reviewed	<input checked="" type="checkbox"/>	Fall 2018	Co-Chair