CCIE Meeting Minutes  
February 26, 2016, 11:00 a.m. – 12 noon

Present: Pat Patterson, Marcia Roberts-Deutsch, Mike Meyer, Charles Miller, Steven Shigemoto  
Not present: Katy Ho, Kahale Saito, Conred Maddox

1. Hallmarks of Institutional Effectiveness

Marcia presented a draft of the characteristics of effective institutions. The committee worked through the meeting to supplement and reorganize the points and developed the items in Attachment 1.

Pat agreed to take the hallmarks and combine them with the Assessment Handbook to transform the document into an overarching Institutional Effectiveness Handbook. After he merges them into areas where they seem to logically fit, he would email it and upload it to Sharepoint for the Committee to work on it collaboratively before the next meeting.

2. CCIE Minutes of 9/25/15 approved.

3. Next meeting: April 22, 11:00 a.m. – 12 noon, 2-614
An effective institution of higher education is one that...

- has a clear sense of purpose, expressed in its mission statement.
- creates well-defined short-term and longer-term goals linked to its mission.
- develops courses of action to realize its goals.
- assesses the success of its plans of action.
- implements and manages assessment-driven change when needed.
- sets priorities consonant with its mission and goals.
- makes prudent use of its resources in support of established priorities.
- has a clear sense of the constituents it serves.
- fosters broad-based communication to and dialogue with its constituents.
- creates a climate of broad-based participation in the work of the institution.
- analyzes and adapts to external conditions affecting its mission, goals, and plans of action.