



**Institutional Effectiveness/Compliance Committee  
Minutes  
October 20, 2009  
Board Room  
2:00 p.m.**

**Attending:** Ms. Kelli Colborne, Ms. Denise English (Chair), Mr. Doug Guiler, Mr. Tim Kane, Dr. Carolyn Meyer, Ms. Barbara Perry, Ms. Nora Rackley,

**Absent:** Dr. Mary Jo Rager, Mr. John Shea

**Call to Order:** The meeting was called to order at 2:10 p.m.

1. Approval of minutes from 10/13/09 – *The minutes were approved by consensus.*
2. Style Guide Updates – *The document has been posted to the Compliance website and continues to be updated. It was decided to abbreviate links within narratives to other compliance narratives as CR, CS, FR.*
3. Compliance Certification Edits – *The Committee discussed and edited the following documents using the updated Style Guide to ensure consistency. The Committee will start with CR 2.7.3 at the next meeting.*
  - a. CR 2.4 – Institutional Mission
  - b. CR 2.6 – Continuous Operation
  - c. CR 2.7.1 – Program Length
  - d. CR 2.7.2 – Program Content
  - e. CR 2.7.3 – General Education – *to be addressed at the next meeting.*
4. Adjournment – *The meeting was adjourned at 4:13 p.m. The next meeting is scheduled for Tuesday, October 27<sup>th</sup>, at 2:00 p.m. in the Board Room.*