



## **Institutional Effectiveness/Compliance Committee**

**Minutes  
November 18, 2009  
Board Room  
10:00 a.m.**

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

**Absent:** Mr. Doug Guiler, Mr. John Shea

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

1. Approval of minutes from 11/10/09 – *The minutes were approved by consensus.*
2. Style Guide Updates – *The document continues to be a work in progress.*
3. Compliance Certification Edits – *The Committee discussed and edited the following documents using the updated Style Guide to ensure consistency.*
  - a. CS 3.4.9 – Academic Support Services
  - b. CS 3.2.7 – Organizational Structure
2. Adjournment – *The meeting was adjourned at 12:05 p.m. The next meeting is scheduled for Tuesday, November 24<sup>th</sup>, at 2:00 p.m. in the Board Room.*