

## IEC MASTER MEETING SCHEDULE – 2008-09

<b>Date</b>	<b>Principal Activity</b>	<b>Comments</b>
09-05-08	Steve reviews last year's reports and gives his analysis of what is missing; review IEC evaluation comments	
09-19-08	Discuss program review template documents; discuss reporting of 2006-07 status; assign committee members to programs	Work done on templates during summer; need to secure status of programs reviewed in 2006-07
10-03-08	Orientation of new groups whose program reviews are to be written	Meet with appropriate individuals from each program
10-17-08	Detailed work on Instructional Program Review	Revise the report guidelines
10-31-08	Detailed work on Instructional Program Review	Revise the report guidelines This is an extra meeting date
11-07-08	1. Status report from 2006-07: (a) review submission; (b) provide feedback; (c) summarize; 2. Review revisions of 2007-08 reports	Review whatever reports are available
11-21-08	1. Status report from 2006-07: (a) review submission; (b) provide feedback; (c) summarize; 2. Review revisions of 2007-08 reports	Review whatever reports are available
12-05-08	Semester clean-up	
12-19-08	No meeting	Last day of finals
02-06-09	Collect reports; assign reports to teams; reorient committee to process for review	
02-20-09	Review half of reports as a committee	
02-27-09	Meet with the writers of half of the first half	Extra meeting date
03-06-09 3:30-4:30 North Lounge	Review two off-site reports	
3-13-09 BU 120	Meet with writers, first half of first phase	Extra meeting date
03-20-09 North Lounge	Meet with writers second half of first phase	
03-27-09 North Lounge	Discuss second phase	Extra meeting date
04-03-09 North Lounge	Meet with writers of second phase	
04-10-09 Bus. Bldg. lobby	Meet with writers of second phase	
04-24-09 North Lounge	Meet with writers second phase	Meeting one week late due to Spring break
05-01-09 North Lounge	Meet and review all revised reports	
5-8-09 HRC 101	Meet and finalize Committee report to President's Council	Extra meeting date
05-15-09 North Lounge	End of year clean up; review of year's activities; pre-planning for 2009-10	Last day of classes prior to finals
05-22-09	No meeting	Finals & Commencement