

## MEMORANDUM

To: Department Chairpersons  
Deans  
Unit Heads (Directors, Coordinators)  
Vice Presidents  
From: Donzell Lee, Accreditation Liaison  
Date: December 17, 2008  
Re: Submission of Institutional Effectiveness Plans

In preparation for the Reaffirmation of Accreditation of the Southern Association of Colleges and Schools (SACS), please submit copies of your Institutional Effectiveness Plans from 2001-2008 by January 9, 2009. I will be reviewing the plans with particular attention being given to the "How were results used to improve your program?" section. Institutional Effectiveness is a **MAJOR** part of reaffirmation. Therefore, it is critical that we are able to show that it has been ongoing and that we have documented the process. We have selected 2001 as the beginning date for the IE Documents because that marks the last accreditation reaffirmation.

I realize that some unit heads are new and may not have participated in completing Institutional effectiveness documents during the entire period from 2001-2008, however, your predecessor should have completed these documents. It may take a little digging. However, we need a complete accounting. I have attached a copy of the IE Form that we have used here at Alcorn. If you have questions about it, you may contact me at your convenience via email at [dlee@alcorn.edu](mailto:dlee@alcorn.edu). Thanks for your help.

**INSTITUTIONAL EFFECTIVENESS**

Department/Unit: \_\_\_\_\_

Period Covered: \_\_\_\_\_

<b>Extended Statement of Institutional Purpose</b>	<b>Desired Outcomes</b>	<b>Assessment Criteria &amp; Procedures</b>	<b>Results</b>	<b>How were results used to improve the program?</b>