Institutional Effectiveness Committee
October 27, 2005

Present: Marge Wilson, Lynne Kilgore, Monique Brooks, Terri Manning, Mona Baker, Lyndall Hare, Debbie Kingsberry, Jean Hardy, Gena Moore, Susan Oleson, Lynn Givens, Dwight Evans, Mary-lynn Mitchell, James Kirkpatrick, Denise Wells

All members of the committee were asked to introduce themselves and what their positions were within the college.

Terri Manning gave a presentation on Institutional Effectiveness and updated us on the latest SACS criteria. Several questions about the SACS criteria were discussed by the group.

The committee then undertook the task of deciding on the objectives for 2005-2006. After much discussion the following objectives were agreed upon:

1. Review the current IE plan and make changes as needed.

2. Collaborate with Instruction to update instructional program review to include program and learning outcomes.

3. Collaborate with Administrative and ESS to incorporate the Learning College philosophy in their unit reviews.

4. Enhance the IE sharepoints site for all internal college committee communications which will provide a vehicle for information sharing within the college community.

5. Review State enhanced accountability measures and make recommendations.

Next meeting is scheduled for Thursday, December 1st, 10:30 am to 12:00 pm, Administrative IV Bldg., 3rd floor Conference Room.

Respectfully submitted,

Denise H. Wells
Chair
Minutes of IE Meeting  
Wednesday  
January 26, 2006  
10:30 am to 12:00 pm

Present: Mona Baker, Terri Manning, Debbie Bouton, Mary-lynn Mitchell, Susan Oleson, Marge Wilson, Jean Hardy, Sue Mulligan, Libby Vagnoni, Mitchell Hagler  
Guest: Rita Dawkins

Rita Dawkins was invited to the meeting to answer questions that the group had about Advising and Counseling services. She also informed us about the Transfer Resource Center that will be opening in February.

Terri handed out a data sheet regarding the top 10 classes at the college with regard to grades, drops and withdrawals. After much discussion, it was decided that the group will get back together on March 2nd to investigate strategies for the future.

I am also attaching the “Top 10 classes” sheet with the percentages included.

Respectfully submitted,

Denise H. Wells, Chairperson  
IE Committee
Institutional Effectiveness Committee
December 01.2005
10:30 to 12:00

Present: Debbie Bouton, Susan Oleson, Jean Hardy, Mitchell Hagler, James Kirkpatrick, Marge Wilson, Mary-Lynn Mitchell, Sue Mulligan, Libby Vagnoni, Terri Manning, Robena Wertz, Mona Baker, Lynne Kilgore, Marge Wilson, Denise Wells

The minutes from the last meeting were reviewed and accepted. CCSSE Executive summaries were distributed to committee members who wanted more information on this topic. Planning and Research has posted CPCC results from that CCSEE survey on the Planning and Research website located under ‘Survey results’. Committee members were also provided with copies of the college’s strategic goals brochure.

There was a request from last year’s IE committee to make the IE website more manageable for college users. Denise has changed the site and welcomed committee members to go on the site, take a look, and give her any feedback about the site at the next meeting.

One of the objectives this year for the committee is to take a look at the accountability measures that the College has not met in previous years. Terri Manning presented data from Measure #5-Performance of college transfer students and Measure #9- Curriculum student retention and graduation. There was much discussion on these measures. The committee decided that is was necessary to have someone from Counseling and Advising to address the group. Rita Dawkins has been invited to next meeting to inform the committee of the role of Advising and Counseling. The committee also asked Terri if she could provide different data scenarios with relationship to measures 5 and 9.

Next meeting will be January 26th, Thursday from 10:30 to 12:00 in the Admin Building 4 conference room.

Respectfully submitted,

Denise H. Wells