2007-2008 Committee Planning and Reporting Document

Committee Name: Institutional Effectiveness Committee

Committee Charge: In 1999, the College Cabinet formed the Institutional Effectiveness Committee as a subcommittee of the Planning Council with the charge to serve in an advisory and monitoring capacity for the College. Since its inception, the committee has been an integral part of Central Piedmont Community College's quest for continuous improvement of programs, services, and administrative functions.

The following charge has been given to the committee:
- Review the new SACS criteria, focusing on the role of IE in the accreditation process and work in conjunction with the Quality Enhancement Plan (QEP) team;
- Develop a set of objectives for the committee based on the College's goals in the Strategic Plan, particularly to support Goal 6, Institutional Effectiveness;
- Review institutional effectiveness processes including:
  - Schedule presentations of administrative and program reviews and ensure that there has been follow-up on the results.
  - Review Central Piedmont Community College's results from the North Carolina Community College State Enhanced Accountability measures and make recommendations for meeting all goals.
  - Review external accreditation reports.
- Report to Cabinet in January and June on progress toward completion of administrative and program review action items and any problems encountered.

Co-Chair: Mitchell Hagler
Co-Chair: Denise Wells

Objectives for 2007-2008 based on College Goals

1. Student Success
   Goal: All employees provide services to ensure student success by placing the needs of learners first in all decision making and actions.

2. Organizational & Professional Development
   Goal: Cultivate an organizational culture that makes learning the primary value in every action of the College.
3. Community/Economic Development & Partnerships  
Goal: Promote the health and economic vitality of the community through partnerships, coalitions, and collaborations.

4. Institutional Growth  
Goal: Plan and coordinate student enrollment, programs, services, and facilities to meet community needs.

5. Institutional Advancement  
Goal: Increase available public and private funds for educational programs, capital projects, and general operations.

6. Institutional Effectiveness  
Goal: Improve learning outcomes and College programs, processes, and services through a systematic and continuous process of planning, assessment, and improvement.

Accomplishments for 2007-2008

Challenges

Recommendations for 2008-2009 Objectives
Minutes
Institutional Effectiveness Committee
Wednesday, October 31, 2007
OC213

Present: Helen Kolman, Amy Burns, Clint McElroy, Lori Alexander, Janice Burkes, Nichole Patterson, Sally Whitten, Terri Manning, Teresa Hall, Lesley Shroyer, Pat Emch, Elaine Olenik, Mitchell Hagler, Denise Wells.

Everyone introduced themselves to members of the committee. Terri Manning then proceeded to present a Powerpoint on institutional effectiveness and discuss various ways the committee can contribute to the college along with relevant SACS criteria.

Mitchell provided insight for objectives for the committee for 2007-2008. After much discussion, the following objectives were agreed to for the coming year:

- Program review-
  Provide summaries of 2006-2007 program reviews to the committee and to review the scheduled programs which are going up for review during the 2007-2008 year.
- Accountability measures –
  Analyze the new accountability measures and educate the college community concerning what those new measures encompass.
- Collaborate with Retention committee in their efforts to improve transfer student success.
- Keep the college community informed and aware of any significant action made by SACS for the upcoming academic year.
- Collaborate with the General Education committee to provide data and direction with regard to a review of general education goals.
- Explore processes relating to core competencies and the program development process at the college.

The next meeting dates will be 11/28, 1/30/08, 2/27/08, 3/26/08, 4/30/08---2:00 to 3:30, Room TBA.
Minutes
Institutional Effectiveness Committee
Wednesday, November 30, 2007
OC213


Lori Alexander presented the program development model that college will be implementing for new program proposals. Lori explained the various phases of the program and answered questions during the presentation. Discussion ensued as to how some of the support areas could be incorporated into this model with regard to not only resources but as checklist items before the program actually begins. All agreed that this was a great start to development of a roadmap for new programs.

Mitchell presented the new performance standards that were sent to the college from the system office in November. This is a template for our accountability measures for the upcoming year. (See attachment)

Denise discussed the involvement that the committee should have within the different perspectives that we will be looking at for the coming year. It was suggested that the committee be divided into subcommittees to report back in January on the following topics:

Accountability measures – Facilitator – Marge Wilson

Program review – Facilitator – Denise Wells
  Mona Baker
  Elaine Olenik
  Janice Burkes

General Ed

Core Competencies

Communication

Debbie Bouton has been invited to the next meeting on January 30th to update us on Core Competencies.

The next meeting dates will be 1/30/08, 2/27/08, 3/26/08, 4/30/08---2:00 to 3:30, Room TBA.
Respectfully submitted,

Denise H. Wells
Minutes from IE Committee
January 26, 2007
2:30 to 3:30

Present: Marge Wilson, Denise Wells, Mona Baker, Monique Brooks, Elaine Olenik, Helen Kohlma, Susan Oleson, Terri Manning, Sally Whitten, Amy Burns, Pat Emch
Guest: Suzanne Williams

Denise reviewed the minutes from the previous meetings. Marge distributed the Accountability Measures worksheet and reviewed some of the action steps for the state report.

Suzanne Williams was asked to present some of the strategies the Developmental Math group was working on in order to meet Accountability measure #7. She talked about the grading policy that was used in Math. If a student stopped attending a class they were giving the students an “F”. They are now re-working that decision and giving students a “W” which is in-line with the policies of other departments on campus.

Learning Communities is another initiative related to #7-success of developmental students in subsequent classes. Deanna Highe coordinates Learning Communities. Information from Deanna will be presented at the next IE committee meeting.

For Accountability measure #5 the college has now become a member of the National Direct Student Loan Clearinghouse. This membership will help us track students who go on to other colleges. However, the way students are coded in the system it would only help the A10100,A10400, A10200 program coded students as they are the only students tracked. Also, Datatel has many issues with primary and ancillary program codes that will undoubtedly cloud the issue even further. The Transfer Resource Center might also be a vehicle to help with tracking some of these students.

There was much discussion about strategies across the college for some of the other accountability measures. We will continue to work on these measures so that we can begin to write a report to answer the question why these measures were not met. The state has not set a format in place for this task.

We tabled any information on the “Top 20” classes for the next meeting.

Respectfully submitted,

Denise H. Wells, Chair
Minutes
January 30, 2008 IE Committee
2:00 to 3:30

Present:
Janice Burkes, Pat Emch, Mona Baker, Anne McIntosh, Denise Wells, Lori Alexander,
Teresa Hall, Amanda Capobianchi, Mary-Lynn Mitchell, Jerri Haigler, Amy Burns,
Susan Oleson, Elaine Olenik, Sally Whitten, Nichole Patterson, Marge Wilson, Terence
J. Fagan, Lesley Shroyer

Mitchell introduced the five sub-committees who have taken on the responsibility of the
following areas:
- Accountability measures
- Program review
- General Ed
- Core Competencies
- Communication

Reports were given by the various committee members--
Institutional Effectiveness Committee
Wednesday, March 26, 2008
2:00 to 3:30 p.m.

Present: Lesley Shroyer, Denise Wells, Anne McIntosh, Clint McElroy, Janice Burkes, Sally Whitten, Terri Manning, Lori Alexander, Mary-lynn Mitchell, Terence Fagan, Susan Oleson, Elaine Olenik, Amy Burns, Helen Kolman, Nichole Patterson.

The General Education Subcommittee suggested surveying the faculty to see if the current General Education goals are still relevant. Planning and Research developed the survey. Terri Manning came up with the questions. It notes on the survey that this is not about the Core Competencies, since there is so much confusion right now. The survey lists all of the goals and asks if it reflects what students achieve and/or what they would recommend. The link for this survey will be in the minutes and Denise Wells will send it out for comments. Any comments need to be sent back to Denise no later than Friday so this can go out next week. Mitchell will send it out to all full-time faculty. The survey was approved by the General Education Committee March 25, 2008.

The General Education Committee is considering adding a goal of Information Literacy. Students need to be able to find information as well as determine if it is a legitimate source. They also need to be able to determine whether to use print or electronic sources in any given situation.

The Performance Measures Subcommittee is in conversation with the Retention Committee. Clint McElroy explained that they are doing the following to determine strategies to meet the transfer performance measure:

1. Talking with colleges that do well on this performance measure.
2. Initiating conversations between current CPCC transfer students and those who have already transferred to UNCC.
3. Looking at the Transfer Resource Center and seeing what they can do now to improve this goal.

We talked about the issues surrounding requiring placement tests of all curriculum students, requiring prerequisites for certain courses and requiring that developmental courses be taken upon entering the college. Many students are entering classes without having what they need to be successful.

Also we discussed what should the role of IE committee be regarding the Performance Measures. It was determined that:

- We need to communicate with the campus/college and make them aware of the efforts that are currently being made in order to meet them.
- We need to create a sense of awareness and enlightenment.
- We need to “endorse” the work that the Retention Committee is doing through their work of looking at the schools that are currently meeting the measures. (Denise and Mitchell, along with the help of the Communication Subcommittee and Clint McElroy will write up an endorsement.)
The 2006-2007 Program Reviews have been completed and the Deans are to present them to the Learning Council.

Terri Manning announced the 2nd Annual IE Conference that will be held in Savannah this year July 13-16.

Mitchell gave a report regarding SACS and Substantive Changes. His report will be in The Communicator March 27, 2008. He passed out a list of the changes that CPCC has made that need to be looked into as far as Substantive Changes so that we can remain in compliance.

Respectfully submitted:

Denise H. Wells
Lesley Shroyer
Minutes from Institutional Committee  
May 7, 2008  
Wednesday 2:00 – 3:30  
Disher Building Conference Room


Discussion ensued as to the core competencies and in what way they would be associated with the IE committee. There seems to be much confusion around core competencies and what the expectations are of this endeavor. Jerri Haigler stated that there is a communication plan in the works addressing the core competencies. This plan will explain and define the core competencies to faculty and staff. It was agreed that the IE committee will offer their services to the core competencies committee if needed.

Mary-Lynn Mitchell reviewed the write-up that was presented in the Communicator. These articles will feature a different focus each month (excluding the summer) of subcommittee work. A copy of the article is attached. The month of May will feature the IE conference that Terri Manning is hosting in Savannah, GA this summer. In August, the spotlight will be on program review.

Denise Wells reported on the General Education survey sent to all faculty regarding the current Gen Ed goals. The objective of the survey was to review current goals and to ask for feedback as to if those goals should be modified or if we might need new goals. Those results will be presented to the Gen Ed Committee and then presented to IE.

Mitchell Hagler reported on the Substantive change issues. He stated that there really are not formalized processes for distance ed offerings when a degreed program reaches 25%-49% online or 50% or more classes offered online. These are the benchmarks that SACS requires reporting substantive change. (Attached)

Meeting adjourned at 3:05

Respectfully submitted,  

Denise H. Wells  
Co-chair
Minutes from Subcommittee of IE Committee  
On Program Review

Subcommittee was brought up to speed on the procedures for the process at CPCC.

Current issues that were mentioned by committee members:

- Reassigned time for faculty who are working on program review
- Ongoing retirement concern of core faculty members in programs
- Core competency confusion with learning outcomes how do they fit into program review?

Action item

- Strategic retirement planning for programs (Add to Program review process under Future Issues)
- Reassigned time

Communication to College Community

- Make sure all the program reviews are on the website
- Need info on website on ‘How Planning and Research support you through the Planning Review Process
- Benefits of having a program review
- Core competencies and how do we make it less confusing

Action Timeline