INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES

Date: September 20, 2011  Time: 2 pm – 3:30 pm  Location: 215 Hall Building

(X) Attendees

| X | Kathryn Wells – Co-Chair | Esperanza Cohn | Danielle Jones | X | Pat Nash | X | Tangueray Edwards | X | Sally Whitten |
| X | Denise Wells – Co-Chair | X | Nicki Dardinger | Paul Koehnke | Susan Oleson-Briggs | Chauncey Bowers | Suzanne Williams |
| Amanda Capobianchi | Margaret Gibson | X | Terri Manning | Nichole Patterson | X | Brian Sexton | X | Lyle Smith |
| Amanda Capobianchi | X | Gerry Hieronymus | X | Tracy Moore | X | Chris Paynter | X | Melissa Warlick | X | Michael Matlock |
| X | Tracie Clark | X | Susan Hunter | X | Brantlee Drake | X | Stacey Quigg | Joannette West |

I. Welcome – Denise Wells
Denise welcomed Kathryn Wells who is the new co-chair of the committee.

II. What is IE? – Terri Manning

- Terri Manning is a reviewer for SACS and has been recently asked by SACS to lead a roundtable discussion of IE at their annual convention in December 2011. Terri provided an overview of IE and how it relates to the college along with the history of IE at the college and the IE SACS requirements for accreditation

  **Attachment: PowerPoint by Terri Manning**

III. Overview of last year’s accomplishments

- The committee reviewed last year’s accomplishments and recommendations for this year.

IV. Subcommittees

- Kathryn reviewed the various subcommittees with committee members and asked them to contact either Kathryn or Denise with their choice as to what subcommittee they would like to serve.
  The Subcommittees are listed on the attachment along with suggested objectives for the subcommittee

V. Meeting times:

- It was suggested that we try to investigate online meeting software in an effort to reduce travel for members who are coming from other campuses.

  - we discussed meeting every-other month for to allow for more frequent meetings of the subcommittees.

  - **Action Item: Susan Hunter will report back to the committee with an update to see if this is feasible.**

**NEXT MEETING:**
Tuesday, October 18th
Time: 2:30 pm - 4:00 pm
Location: Hall 215
Denise Wells began the meeting with the introduction of the two speakers for the day: Clint McElroy, Chair – Retention Committee and Joey Anderson, Chair – General Education Committee.

Clint McElroy presented first and gave a PowerPoint presentation and overview of the Retention Committee. Information included a background to the purpose of the Retention Committee including the mission statement and list of current members. A thorough explanation of the charge of the Retention Committee was also presented as well as reference to the recent accomplishments proposed by the Retention Committee, including: withdrawal policy changes, pre-requisite pilot-programs, and required placement testing. A review of the Florida Community College System was also conducted by the Retention Committee for the purpose of examining best practices among community college systems. Among information and recommendations given to Cabinet by the Retention Committee were: College Prep Programs, Required ACA 111 for Development Students, Mandatory Pre-Enrollment Advising, Mandatory Advising – Developmental Students, Required Orientation for New Students, and Required college-level reading/writing for Online Course Enrollment.

Clint also gave an update on the NCCCS Development redesign. This skills-based, modularized curriculum should be coming Spring Semester 2012 to the Levine Campus. A PowerPoint of the presentation will be sent to Denise Wells for distribution.

Joey Anderson re-introduced the purpose of the General Education Committee, noting that it is a faculty-driven committee. No changes are planned for the existing structure, although the focus of the committee is moving toward a collaborative effort to bring awareness across the college to the importance and function of Gen Ed. Joey has been recently meeting with Programs to listen, learn and share information about Gen Ed, especially to new faculty. Changes to the Gen Ed Website are underway as well as information downloads to The Communicator.

The next item of business was the scheduling of November and December meetings. It was agreed that the IE General Meeting would be held every-other month, leaving the odd months for sub-committee meetings. The next IE General Meeting will be held on Thursday, December 8th from 2:30-4:00pm, location TBA.

Denise Wells offered the remaining time for sub-committees to meet and begin planning their November meetings.

Respectfully submitted,

Kathryn B. Wells
Institutional Effectiveness - Audit/Assessment Subcommittee

Meeting Minutes November 15, 2011

1:00-2:30pm, Overcash 220

Present: Laura Bazan, Debbie Bouton, Gerry Hieronymous, Susan Hunter, William Kennedy, Janna Sonyarbourg, Denise Wells, Kathryn Wells, Sally Whitten, and Suzanne Williams

The meeting opened with a brief overview of the charge from the last meeting with respect to creating a tool for audit/assessment purposes. Two versions of the audit/assessment worksheet were presented to the subcommittee for review and revisions discussed. The consensus from the subcommittee was to use the worksheet that gave more of a snapshot view of the cycles of review, including: Year of Last Review, Follow-up, Use of Results, Previous Review Cycles, and a section for Notes. Indicators will be made beside the “Year of Last Review” as to whether this was a full or interim review. It was agreed to keep this in one file, but separate out the Curriculum, CCE and Administrative into separate worksheets with their own legends for Use of Results codes. A final revision of the worksheet will be circulated to the subcommittee members within the next few weeks.

The discussion of the coding worksheet then moved into questions of how this coding process might take place. Several members made suggestions, including: 1) reaching out to Division Division/Program Chairs via a mass email that might include instructions and a training video, and asking these individuals to help with coding a live worksheet for their programs/disciplines; 2) hosting live training sessions/meetings to introduce the coding worksheet and discuss the usefulness of the tool for future audit/assessment purposes; 3) producing a survey for Division Directors/Program Chairs based on the coding legend for Academic Use of Results and having these individuals give specific feedback but not code directly into a live worksheet; 4) tie the audit/assessment process to the forthcoming Executive Summary by producing a standard survey reflecting the coding for Academic Use of Results. Once the information is received from the Executive Summary and survey, enlist administrative help to plug-in the results of the survey into a master coding worksheet.

Questions arose about the viability of the coding worksheet with regards to enhancing the program review/follow-up process for Division Directors/Program Chairs. The floor was open to discussion about the positive and negative use/implementation of such a tool. While this creates minimal additional work for the first year of implementation by Division Directors/Program Chairs and administrative staff, the long-term uses were pointed out as follows: 1) it gives outside reviewers a snapshot of the review cycles for CPCC, showing that the college is moving forward and keeping up with the review process; 2) it offers the opportunity for heads of programs to access and reference this information in a meeting or off-site area and link back (through hyperlinks) to their program/discipline information in an electronic format; 3) it offers an ongoing opportunity for review in areas of the college and aids in the process of narrowing the focus to specific outcomes for the respective program/discipline.
The subcommittee agreed to explore linking the audit/assessment process to the Executive Summaries and produce a standard survey reflecting the coding for Academic Use of Results. Debbie Bouton and Denise Wells will continue conversations along those lines and report back to the Audit/Assessment subcommittee with more information. Denise Wells, IE, has also offered to research existing software programs that may be able to download the survey information and produce an almost identical worksheet without enlisting administrative help in manually entering the survey results.

A tentative decision on how to proceed should be reached by the December meeting of the Institutional Effectiveness Committee, of December 8, 2011.

The next meeting of the Audit/Assessment Subcommittee will be set for some time the first part of January, 2012, and information will follow shortly.

Respectfully Submitted,

Kathryn B. Wells
Committee Name: Institutional Effectiveness Committee

Committee Charge: In 1999, the College Cabinet formed the Institutional Effectiveness Committee as a subcommittee of the Leadership 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. During 2011-2012, the committee is also to direct its focus on preparations for CPCC’s SACS reaccreditation.

Co-Chair: Denise Wells
Co-Chair: Kathryn Wells

Objectives for 2011-2012 based on College Goals

1. Student Learning and Success
   Goal: Ensure student learning and success by promoting an innovative and supportive learning environment.
   Grant and College-wide Initiatives Subcommittee (formerly ATD subcommittee)
   Co-Chairs: Nicki Dardinger
   Members:

   Suggested Objectives:
   - Provide updates from members of ATD initiative
   - Gather input from other performance funded initiatives (i.e. Completion by Design, DEI) for presentation to committee

Accomplishments for 2011-2012
The Grant and College-wide Initiatives Subcommittee gathered information on the College’s grant-funded strategic initiatives and presented them to the committee. The following initiatives were highlighted: Completion by Design, Minority Male Mentoring, and Developmental Math reform.

Challenges for 2011-2012
This committee feels it is important for representatives of each of these initiatives to speak directly to the IE committee about their projects and their progress. It was challenging to coordinate project director’s schedules with the IE committee meetings. Additionally, the committee feels that we need a way to easily communicate about these projects with both the committee and the broader college community

Recommendations for Objectives for 2012-2013
Provide updates on the college’s grant-funded initiatives: progress, challenges, policy impacts
Provide updates on legislative and other funding trends that will impact the College
2. **Organizational Learning and Development**

Goal: Foster an organizational culture that maximizes individual growth through expanded learning opportunities.

**Culture of Evidence/Audit and Assessment Subcommittee**

Chair: Kathryn Wells  
Members:

Suggested Objectives:

- Assist the SACS writing team with inventorying the College’s assessments across all units and gather supporting documentation including the assessment, the results, and the improvements based on those results.
- Update the College community on what data sets currently exist, where they are located and how to interpret them based on last year’s final report.
- Review the core competency process and assessment.

**Accomplishments for 2011-2012**

- **Goal 1:** Assist SACS writing team with inventory/documentation/results. As we evaluated the program information available during the course of the past year, it became evident that the bulk of the information for inventory, documentation and follow-up results were actually already housed with Planning & Research, as is the documentation for the CCE and Administrative Units.
- **Goal 2:** Data Sets & Interpretation. The second task is currently being tackled by Planning & Research as well through a variety of different reporting mechanisms, including, but not limited to Executive Summaries.

**Challenges for 2011-2012**

- The original plan was also to produce a coding matrix/spreadsheet that would reflect this information collection/audit in an at-a-glance format. The greatest challenge, then, presented to the Sub-committee for 2011-2012 was in simultaneously trying to create an at-a-glance reporting system while identifying what and where (if any) documentation existed to support the reports. Because of the addition of an interim review process, along with an Executive Summary, the information will be available in an acceptable format without the use of a spreadsheet.

**Recommendations for Objectives for 2012-2013**

- The one area that the sub-committee was unable to directly address in a process review was CORE4. A general report was given in the March, 2012 at the IE meeting, and it may be that this is a target area for this subcommittee for the upcoming year.

**IEC Communications and Awareness Subcommittee**

Chair: Melissa Warlick  
Members:

Suggested Objectives:
• Initiate a campaign to be presented at the fall 2012 forum describing what IE is and how it affects the College.
• Seek opportunities to provide IEC updates and bring forward IEC recommendations to other College-wide committees and key players
• Publish “Data Briefs” on behalf of the IEC.

Accomplishments for 2011-2012
• Gathered IE data from across the years to share the types of data that IE collects on behalf of studying and improving student outcomes, and to emphasize the change and growth of the College through the years.
• Incorporated data into a brief, informative presentation to communicate to faculty and staff the highlights of Institutional Effectiveness findings in a clear, memorable way.
• Plan to show presentation prior to start of Fall Forum 2012.

Challenges for 2011-2012
• Locating the statistical data for years prior to 1999 for presentation.
• Capturing and communicating the many goals of Institutional Effectiveness in an effective and memorable way.
• Helping the College as a whole understand that everything we do-- across all departments --should be designed to positively impact our students and help them achieve specific outcomes the College has set forth

Recommendations for Objectives for 2012-2013
• Continue communication with faculty and staff through Communicator messaging.
• Post the IE highlights presentation to the IE website for viewing.
• Send copy of the presentation to library archives

3. Community Catalyst
Goal: Be a catalyst for the educational and socioeconomic development of the community through partnerships, coalitions, lifelong learning, and civic engagement.

4. Organizational Capacity to Serve
Goal: Plan and manage human, physical, financial, and technological resources so that College programs, services, and infrastructure meet student and community needs.

5. Organizational Excellence and Innovation
Goal: Promote and sustain innovation, entrepreneurship, and excellence throughout the organization.
Administrative and Program Review Subcommittee (this was combined with the Audit and Assessment Committee)

Co-Chairs: Susan Hunter
Members:
Suggested Objectives:
- Assist the Culture of Evidence/Audit and Assessment Committee in providing documentation and evidence from program and administrative unit reviews.
- Review and make suggestions for changes and updating of IE website.
- Update college-wide national/state reaccreditation spreadsheet

Accomplishments
This Committee worked with the Evidence/Audit and Assessment Committee this year and their findings are in that report.

SACS Subcommittee
Chair: Stacey Quigg
Members:
Suggested Objectives:
- Receive updates from SACS reaffirmation writing committee
- Review QEP progress.
- Monitor and report any new SACS changes or updates
- Work with Culture of Evidence committee as needed

Accomplishments for 2011-2012
- Sub-committee continues updating and communicating to college on SACS processes
- Have SACS leadership present update/presentation to IE committee
- Continue supporting the SACS Leadership team committee
- Team member Nicole Patterson presented on the process for accreditation. The 5 year report was shown and discussed. This gave the subcommittee an overall understanding of the re-accreditation process.
- An update was given on changes/wording to accreditation documentation that was approved in December at the SACS conference
- QEP Committee has been meeting all year and reviewing data of First Year Experience students to determine what area to focus on. The QEP committee distributed a First-Year Experience survey to students. This data will be used to establish student learning outcomes for the QEP.

Challenges for 2011-2012
- Communicating SACS updates to college community
- Preparing college community for upcoming SACS

Recommendations for Objectives for 2012-2013
- Continue updating and communicating to college on SACS processes
- Have SACS leadership present update/presentation to IE committee
- Continue supporting the SACS Leadership team
- Continue updating and communicating to college on SACS processes
• Have SACS leadership present update/presentation to IE committee
• Continue supporting the SACS Leadership team

Overall, we had low attendance at our meetings this year. We did have ITS provide us some insight in how to use LYNC as a tool for faculty and staff to participate in meetings when they are unable to get to Central campus. We will look into that technology over the summer. Next year we will concentrate on publicizing IE and its functionality within the College community. We will also look at the process for the Core4 initiative and how it relates to General Education.