

Institutional Effectiveness Committee

(X) Attendees											
X	Kathryn Wells – Co-Chair	x	Esperanza Cohn		Danielle Jones		Pat Nash	X	Tanqueray Edwards	x	Mike Whiteman
X	Denise Wells – Co-Chair	X	Nicki Dardinger	x	Paul Koehnke		Susan Oleson-Briggs	x	Chauncey Bowers	x	Matt Bruining
X	Amanda Capobianchi		Margaret Gibson	X	Terri Manning	x	Nichole Patterson	X	Kamal Nayfeh	X	Lyle Smith
	Mary Margaret Kantor		Whitney Bridges	x	JB Gammon	X	Chris Paynter		Melissa Warlick		Michael Matlock
x	Terina Lathe	x	Susan Hunter		Debbie Bouton	X	Stacey Quigg	x	Krys Swartz		Andrea Abercrombie

Date: **October 18, 2012**

Time: **2 pm – 3:30 pm**

Location: **CH 308**

Meeting Minutes

Kathryn Wells welcomed all participants to the meeting. She then introduced Terri Manning, Associate VP for Institutional Research who explained what role and function the committee plays within the College. Terri has also been a peer reviewer for SACS with regard to institutional effectiveness and she provided details on SACS requirements.

Since the IE Committee is a large committee, Kathryn informed the group that there were several subcommittees under IE in which much of the committee work is accomplished. Kathryn further explained what the charge of each subcommittee and how it relates to the goals of the College. The co-chairs then asked committee members to choose what sub-committee they would like to be involved with and email Kathryn with their choice.

Action item: Please email Kathryn by Friday, November 2nd, the name of the subcommittee you will be serving on.

Action item: Co-chairs need to have a meeting with their subcommittee members before the December meeting.

Thursday afternoon was determined to be the best time to have future meetings. Our December meeting will be held virtually. Susan Hunter will be sending the co-chairs directions on how to meet via Lync. Directions will then be distributed to committee members.

Discussions ensued about what the committee would like to accomplish within the next year. Many suggestions came to the forefront, and we are looking forward to an energetic and busy year!

Next meeting will be December 6th at 2:30 via Lync.

Respectfully submitted,

Denise H. Wells

IE Committee Minutes

December 6, 2012

2:30 to 3:30 Virtual Meeting

Committee members joined via LYNC for the first virtual meeting of the IE Committee.

Each committee reported out its progress:

Grant and College-Wide Initiatives

- Completion by Design: Comprehensive reform effort designed to increase college completion/credential attainment. The new pathway will be implemented in fall 2013.
- Credit When It's Due: Partnership with four-year institutions to award Associate's degrees following students' transfer to four-year institution (and subsequent earning of credits for Associate's degree) Math CIP: Redesign of curriculum math pathways.
- Accelerating Opportunity: Accelerating progress of basic skills students into curriculum courses and credential attainment.
- The subcommittee suggested that project directors for Completion by Design, the training initiatives, and Math CIP (if time) come to an IE committee meeting to update the committee on their progress – as well as any challenges and policy implications
- Michael Horn will give an update on various funding grants to the committee later this year

Culture of Evidence and Assessment

- The first charge was addressed and the subcommittee surveyed the Planning & Research Website through CPCC online. Two specific areas were targeted for review since these house the reports and some of the data that fall under the first charge: the *Fact Book* and *Data & Information*. It was noted that the Program and Administrative Review subcommittee will be responsible for reviewing *Studies & Reports*, including the new interim reviews and the Executive Summary processes.
- When reviewing the Fact Book which is located on the Planning and Research website, it was noted that titles of the reports were misleading and the information seemed to be lumped into categories that make it difficult to, at-a-glance, understand the utility of the report information. The subcommittee decided to take the months of November and December to continue surveying existing 2010-2011 *Fact Book* information, as well as the *Data & Information*, make notes of questions/comments about each and compile this into a bullet list for the January meeting. The 2011-2012 information will not be available online until the end of December, 2012, and at that time the information will be reviewed
- It was suggested that the January meeting include Bobbie Frye from Institutional Research report on how Fact Book data and reporting is documented in the Fact Book.

Administrative and Program Review

- Interim reports will be reviewed by various members of the subcommittee
- It was also suggested that a member of the curriculum committee report to Planning and Research new programs that are added to the College. This will guarantee that those programs are immediately put on the program calendar for review within a three year period from inception.

- The subcommittee will also look at the IE website and give suggestions on how the website can be more user-friendly
- Compliance Assist is the new software package that is now being used for program reviews. Subcommittee members will seek comments from faculty on how the software has helped the review process or if there are any problems that need to be addressed
- Committee members suggested that Administrative reviews be added into Compliance Assist starting next year.

SACS

- The subcommittee will continue to get updates from members of the SACS Committee. Dr. Barry Goldstein was at the College in December. He advised the SACS leadership team on specific areas where the off-site team will concentrate their efforts
- The SACS leadership committee continues to work on the document. The timeline is to get the document finished and to Compliance Assist by February 1st. Finished document will be submitted to SACS by March 2013. On-site visit will be September 23-26

IEC

- A document was given to the subcommittee to help get the College ready for the upcoming SACS visit and to explain what IE and the role it plays at the College
- The subcommittee worked on a presentation during fall 2012 and they will tweak it so it can be presented during the spring and fall 2013 College forums
- Melissa will meet with Terri Manning and Denise Wells to review the presentation.

Next meeting will be January 24th from 2:00 to 3:30. Room TBA.

Respectfully submitted,

Denise H Wells

Institutional Effectiveness Committee

Minutes

February 21, 2013 TE500

2:00 to 3:00 p.m.

(X) Attendees											
X	Kathryn Wells – Co-Chair		Esperanza Cohn		Danielle Jones	x	Pat Nash		Tanqueray Edwards	x	Mike Whiteman
X	Denise Wells – Co-Chair	X	Nicki Dardinger	x	Paul Koehnke		Susan Oleson- Briggs		Chauncey Bowers	x	Matt Bruining
	Amanda Capobianchi	x	Margaret Gibson		Terri Manning	x	Nichole Patterson	X	Kamal Nayfeh		Lyle Smith
x	Mary Margaret Kantor		Whitney Bridges		JB Gammon		Chris Paynter	x	Melissa Warlick		Michael Matlock
	Terina Lathe		Susan Hunter	x	Debbie Bouton		Stacey Quigg	x	Krys Swartz		Andrea Abercrombie

The Grants and College-Wide Subcommittee scheduled two presentations for the February meeting. Two important grants/initiatives in operation at the College now are—the statewide Math CIP and the REACH-IT grant.

Nicki Dardinger, co-chair of the Grants and College-wide subcommittee, introduced Suzanne Williams to the group. Suzanne is working on the new state Math CIP. Suzanne provided details on how the proposed plan would integrate some math classes into others and reduce entry level math courses from a total of 14 to possibly seven. The proposal would help eliminate confusing choices to students and would make math classes easily transferrable to a university. This is just at the proposal stage and the State still has to approve any changes.

Andrea Core presented the REACH-IT grant which provides career pathways to Health Information Technology and Information Technology programs. The grant will pay for tuition, books and some of the credentialing exams. Students are screened and interviewed before being accepted into the programs. Students accepted must have a minimum of an associate degree and most have bachelor’s degrees. Students must also have experience in the field. This grant fills the need for skilled workers in these two career areas, and several business partners in the community sit on the advisory board. This is the first semester for the IT tract, and the second semester for the HIT tract. The grant is a four year grant and assessment and evaluation pieces will be ongoing in order to measure the efficacy of the program.

Melissa Warlick reported on the marketing plan for the fall forum. In order to promote IE awareness, several facts about the College will be included in the promotion. Giveaways will also be provided to participants.

Denise gave a SACS update. The SACS Leadership team has finished the writing of the self-study. Links are being checked and the document will be sent to the off-site committee within a few days. Denise and Debbie described the offsite, focus report and onsite visit process. Nichole emphasized to the group

the importance for committee members to go on the SACS-COC website and become familiar with the process.

The next meeting will be Thursday, March 21st, from 2:00-3:30 in Hall 215.

Respectfully submitted,

Denise H Wells.

Institutional Effectiveness Committee

Minutes

March 21, 2013 HL 215

2:00 to 3:00 pm

(X) Attendees										
	Kathryn Wells – Co-Chair		Esperanza Cohn		Danielle Jones	x	Pat Nash	x	Tanqueray Edwards	Mike Whiteman
x	Denise Wells – Co-Chair		Nicki Dardinger	x	Paul Koehnke		Susan Oleson- Briggs		Chauncey Bowers	Matt Bruining
	Amanda Capobianchi		Margaret Gibson		Terri Manning		Nichole Patterson	x	Kamal Nayfeh	Lyle Smith
x	Mary Margaret Kantor		Whitney Bridges	x	JB Gammon		Chris Paynter		Melissa Warlick	Michael Matlock
x	Terina Lathe	x	Susan Hunter		Debbie Bouton		Stacey Quigg		Krys Swartz	x Andrea Abercrombie

The May meeting hosted Michael Horn from Government and Grant Relations. Michael lead us through an educational journey highlighting where we are with initiatives at the College. He also informed us as to the future trending of education across the nation. The Committee commented on all the initiatives that were going on and asked Michael questions as to how the IE committee fits into the picture.

Subcommittees were advised to get their final reports ready and forward them on to Kathryn and Denise.

Respectfully submitted,

Denise Wells

Institutional Effectiveness Committee

Minutes

April 18, 2013 HL 215

2:00 to 3:30pm

(X) Attendees											
X	Kathryn Wells – Co-Chair		Esperanza Cohn		Danielle Jones	x	Pat Nash	x	Tanqueray Edwards		Mike Whiteman
X	Denise Wells – Co-Chair		Nicki Dardinger		Paul Koehnke		Susan Oleson-Briggs		Chauncey Bowers	x	Matt Bruining
X	Amanda Capobianchi		Margaret Gibson		Terri Manning	x	Nichole Patterson		Kamal Nayfeh		Lyle Smith
X	Mary Margaret Kantor		Whitney Bridges	x	JB Gammon	x	Chris Paynter	x	Melissa Warlick	x	Michael Matlock
X	Terina Lathe	x	Susan Hunter	x	Debbie Bouton	x	Stacey Quigg	x	Krys Swartz	x	Andrea Abercrombie

The April meeting hosted reports from Pat West and Rita Dawkins on Completion by Design, as well as updates from Joey Anderson on General Education.

Pat West and Rita Dawkins gave updates on the three initiatives in the Completion by Design Project, and gave committee members a handout with explanation.

Realignment of Program Study, headed by Hugh Dussek and Owen Sutkowski, is focusing on 44 credit hour diplomas as a way of seeing an increase in the completion rates. These diplomas would help structure a pre-scheduled pathway for students. It narrows the choices of programs, but does not eliminate programs from the A.A. or A.S. track.

Pro-Active Advising, as the second initiative, would create a mandatory orientation. This could be done online, and the student who does not complete orientation would have a block until completed. A mandatory first advising section would then follow. The A.A.S. students would be assigned to faculty advisors. The A.A., A.S. students would stay with an advisor/counselor in Student Success Services for one year. This was explained as a “case-management” approach to advising. A suggestion was made to communicate this process to CMS counselors and administration for ease of transition and preparing incoming first-year students.

The third initiative, Continuous Bridge, is still in discussion and more information will follow.

Pat West then updated the Achieving the Dream initiative. CPCC will begin their first year as a “Leader College” this year. The first two year’s focus included Developmental Math and Online Learning. With the new DMA, ATD will be dropping the Developmental Math, but continue to work with online retention. This year ATD will begin working with minority males, as this has been identified as a target area for improving retention/completion. Pat also indicated that it was time to expand conversations regarding retention as it pertains to online learning.

Joey Anderson then gave a general report from the General Education Committee. All of the Fall 2012 Gen Ed Assessments are in and are reported through SharePoint. Joey showed an example of the

reporting method to the committee and explained the depth in which the report is used within each area.

Joey also discussed the subcommittee focus on including Program areas in the Gen Ed process. At this point, the subcommittee is in the state of asking questions and listening to program and faculty representatives. The focus of this initiative is to integrate program areas and Gen Ed at some point.

Denise Wells completed the meeting with a report on Performance Measures. The State has decided to change the Performance Measures and Denise showed a brief report that reflects where CPCC may fall in the new reporting using existing available data. The State will be considering two criteria; quality and quantity when assessing the data. All areas *except* Basic Skills and GED are tied to funding. Denise also made the committee aware that there has been a trend in other states to move toward performance funding, and South Carolina was cited as an example.

Subcommittee reports will be due to by May 10, 2013, and Denise will be sending out a template to the subcommittee chairpersons shortly. There will be no May meeting. Instead, there will be an extended August meeting that will include a review of SACS information.

Respectfully submitted,

Kathryn Wells