

**Institutional Effectiveness Committee**

**Minutes**

**August 7, 2013 TE 500**

**11:00am to 1:00pm**

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

I. Review final report from last year

Denise started the meeting by going over the final report from 2012-2013 which was handed out to all members. Three goals were focused on last year: Student Learning Success, Organizational Learning and Development, and Organizational Excellence and Innovation. Various subcommittees each focused on a particular goal and their objectives and accomplishments are documented. Additionally, the report contained challenges for the committee in the past year and recommendations for the upcoming year.

II. Planning/Vision for next year

Terina lead the discussion on the committee’s vision and plans for the upcoming year. She stated that there was a lot of confusion among faculty members about IE and that assessment needed to be seen as more valuable. Terina assessed the committee’s understanding of IE and several members agreed that how you explain what IE is depends on the audience. Program Review was mentioned as a way for more faculty to have a better working knowledge of IE.

Members were asked about the committee’s charge for the upcoming year. The most common theme throughout the discussion was assessment/initiative overload. There needs to be a clearer view (awareness) of how all these things relate and fit together. Each of these initiatives should be seen as a piece of the puzzle that falls under the IE umbrella. IE’s input in determining the goals of the college, issues with performance funding measures, and streamlining the Program Review process were also mentioned.

III. QEP update

Stacey then provided an update on the QEP which is focused on improving student success in the first year, specifically first time full-time students. The QEP went through a mock review where 3

administrators from other colleges reviewed the three part plan. 1) The Online Student Profile (OSP) will provide a place for faculty to submit progress reports of how students are doing in their classes. 2) Professional development will be provided for faculty on the OSP and goals of the QEP. 3) The QEP cohort will receive messages from a success coach as a means of follow-up. This follow-up communication is what separates this program from other early alert systems. The timeline will begin in Fall 2013 with the English faculty piloting the technology and in Fall 2014 the project will roll out to the whole cohort. The "STAR" logo was also shared with the group and is expected to be seen to represent the QEP in the upcoming months. The QEP report was sent to SACS in late July 2013 and the on-site visit will disseminate comments about the QEP during the September visit.

#### IV. SACS 3.3.1.1 and focus report

Next, Denise spoke briefly about the SACS report and passed around handouts of the original 3.3.1.1 report (1<sup>st</sup> version) and the focus report (2<sup>nd</sup> version). The issues that were asked to be addressed in the focus report included program review deferrals, changing the process from a one year follow-up to an interim, and the program review executive summary. All of the executive summaries were edited and examples were broken apart in the focus report for a clearer understanding. The process for deferral was also explained and a chart provides the reasons that programs have been deferred.

#### V. SACS onsite visit

Lastly, Terri spoke about the SACS process and what can be expected from their visit. The on-site committee will be meeting with the IE committee and will ask pointed questions. All members should be prepared to answer general questions about if and how IE is being used at CPEC and provide specific examples on how improvements have been made based on assessment in their specific area of the college. A handout was given that lists ways that faculty and staff may have participated in IE and some questions to think about. The IE team plans to meet with more groups before the SACS visit to share this information throughout the college.

#### VI. Logo for IE

#### VII. Meeting days and times for 2013-2014

The meeting was wrapped up by Denise who called a vote on the IE logo. The logo chosen was: Improving learning, programs and services. The next meeting will be Monday, September 9, 2013 at 2pm. During this meeting members will be broken up into subcommittees and any other questions/information about the SACS visit will be discussed.

**Institutional Effectiveness Committee**

**Minutes**

**September 9, 2013 HL 215**

**2:00pm to 3:30pm**

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

I. Review of minutes from last meeting

Minutes are located on IE website.

II. College goals and IE

Denise provided a brief review of the college goals and IE accomplishments from last year.

III. Plans for the year and sub-committees

Terina gave out a goals handout and slides from last year’s report. Members broke out into groups and discussed possible objectives for this year. The whole committee then discussed the group suggestions which Denise typed up and will distribute to the committee via email to vote on the concentration for the year.

IV. Review of SACS

SACS will be here September 24-26. It is unclear so far if they will request to meet with the committee. Members will be notified via email if a meeting is requested.

V. Day and time for meetings

Monday afternoon was determined to be a good time for committee meetings but we will revisit this at the next meeting when new members have joined.

**Next meeting:** October 21<sup>st</sup> 2:00 to 4:00 in Hall 215

## Institutional Effectiveness Committee Meeting Minutes

**October 21, 2013**

Co-Chairs: Denise Wells and Terina Lathe

(X) Attendees											
X	Terina Lathe – Co-Chair	X	JB Gammon		Michael Matlock	X	Julie Sparks			<b>Guests:</b>	
X	Denise Wells – Co-Chair	X	Maha Gingrich	X	Rinav Mehta	X	Meera Vora			X	Stacey Quigg
X	Andrea Abercrombie	X	Bo Hightower	X	Pat Nash	X	Melissa Vrana			X	Krys Swartz
X	Debbie Bouton	X	Mary Margaret Kantor		Kamal Nayfeh	X	Wanda White			X	Mary Heuser
	Matt Bruining	X	Mack MacDonald	X	Florence Patterson	X	Melissa Warlick				
	Tanqueray Edwards		Terri Manning	X	Nicole Patterson						

### Agenda Items Discussed:

- I. Update on SACS on-site visit- Denise Wells updated the committee on the on-site SACS visit. The on-site report gave a recommendation in Institutional Effectiveness. The focused report is due in February. Mary-Margaret Kantor also gave an update on what is currently being done to submit the focused report. She shared that a group is working on updating the learning outcomes and re-formatting the program review format for the academic programs. The group is working with programs and standardizing the format and learning outcomes.
- II. IE Plan- Denise Wells gave a power point presentation on the IE plan (see attached). She explained how Institutional Effectiveness and its plan is incorporated into the strategic planning of the college and ties to the goals of the college.
  - ❖ **Action Item:** Review CPCC’s IE website: <http://www.cpcc.edu/ie> and research other College’s IE plans and processes.
- III. Co-Chairs and Subcommittees- Terina Lathe gave an overview of this year’s subcommittees and asked members of the committee to choose a subcommittee to work on.
 

Subcommittee Groups:

  - ❖ **Action Item- Please volunteer for one of the subcommittees listed below:**
    - Evaluation Subcommittee (Melissa Vrana, Terina Lathe, Wanda White)
    - Culture of Evidence Subcommittee (Pat Nash, Meera Vora, Mack MacDonald, Melissa Warlick, Denise Wells)
    - Administrative and Program Review Subcommittee (Mary-Margaret Kantor, Krys Swartz, Mary Heuser, JB Gammon, Nicole Patterson, Maha Gingrich, Bo Hightower)
    - SACS/QEP subcommittee (Stacey Quigg, Andrea Abercrombie, Rinav Mehta, Florence Patterson)

**Next Meeting: November 18<sup>th</sup> 2:00-3:30pm, Location: TBD**

## Institutional Effectiveness Committee Meeting Minutes

**November 18, 2013**

Co-Chairs: Denise Wells and Terina Lathe

(X) Attendees											
X	Terina Lathe – Co-Chair	X	JB Gammon	X	Michael Matlock	X	Julie Sparks	X	Frankie Tack	X	<b>Guests:</b>
X	Denise Wells – Co-Chair	X	Maha Gingrich	X	Rinav Mehta	X	Meera Vora	X	Mark Turner	X	Stacey Quigg
X	Andrea Abercrombie	X	Bo Hightower	X	Pat Nash	X	Melissa Vrana	X	Jess Cochran	X	Krys Swartz
X	Debbie Bouton	X	Mary Margaret Kantor	X	Kamal Nayfeh	X	Wanda White	X		X	Mary Heuser
X	Matt Bruining	X	Mack MacDonald	X	Florence Patterson	X	Melissa Warlick	X		X	Karen Merriman
X	Tanqueray Edwards	X	Terri Manning	X	Nicole Patterson	X		X		X	Erin Payton

### Agenda Items Discussed:

#### I. Core 4 Update- Karen Merriman- See attached handout provided

Karen Merriman provided a handout for discussion regarding the development and implementation timeline for Core4. The timeline detailed the main points of the Core4 process starting in 2008, with an overall summary update on the assessment process as of recent date.

The committee discussed methods for collecting documentation to support Core4. Karen Merriman and the committee discussed working with areas in Enrollment and Student Services, such as Student Life and Service-Learning to perhaps integrate data from those areas with Core4.

#### II. Update on Joint Council Meeting-Terina Lathe

Terina shared what was discussed at the Joint Council meeting:

- Bonds passed
- Conversation about competency based learning- more information on that is to come in December
- The Learning Unit will be facilitating ‘Campus Conversations’ in the upcoming months

#### III. Subcommittee meeting-

The IE subcommittees were given time to meet and discuss their objectives.

Action Item: If you have not been assigned to a subcommittee, please contact Terina Lathe or Denise Wells.

2013-2014 IE subcommittees:

- Evaluation Subcommittee
- Culture of Evidence Subcommittee
- Administrative and Program Review Subcommittee
- SACS Subcommittee

Next Meeting:

Monday, January 27<sup>th</sup> at 2:00, Location: TBD

## Institutional Effectiveness Committee Meeting Minutes

January 27, 2014

Co-Chairs: Denise Wells and Terina Lathe

(X) Attendees											
X	Terina Lathe – Co-Chair	X	JB Gammon	X	Michael Matlock		Julie Sparks	X	Jess Cochran	X	<b>Guests:</b>
X	Denise Wells – Co-Chair		Maha Gingrich	X	Rinav Mehta	X	Meera Vora	X	Mark Turner		
X	Andrea Abercrombie		Bo Hightower	X	Pat Nash	X	Melissa Vrana	X	Mary Heuser		
	Debbie Bouton	X	Mary Margaret Kantor		Kamal Nayfeh		Wanda White	X	Stacey Quigg		
	Matt Bruining	X	Mack MacDonald	X	Florence Patterson		Melissa Warlick				
X	Tanqueray Edwards		Terri Manning	X	Nicole Patterson	X	Frankie Tack				

Terina introduced the new faculty members who have been added to the committee, Frankie Tack, Jess Cochran and Mark Turner. The new members were informed of subcommittee charges and were asked to join one of these subcommittees.

### Agenda- Subcommittee Updates:

#### Evaluation subcommittee: Terina Lathe

- Presented evaluation spreadsheet template about overall evaluation outcomes
- Spreadsheet could be used to capture all college initiatives
- Where should this evaluation be located? ( Sharepoint, Compliance Assist, website)
- It was determined to combine the efforts of this subcommittee with the Culture of Evidence Subcommittee

#### Administrative and Program Review Subcommittee: Mary-Margaret Kantor

- Once SACS approves the new program review template it will be rolled out later this year
- A committee has been created and includes members from each College unit.
- This committee is in the process of revising and updating the administrative unit program review process.

#### Culture of Evidence Subcommittee: Pat Nash

- Producing a website that lists the types of assessments taking place at the college, along with existing relationships among some, and possible links to additional information/site when possible so college personnel can understand the scope of assessment and contact groups involved with similar objectives.

- Committee identified areas in the college to gather data from, and members were assigned to collect the data.
- Discussed how to categorize the data. It was decided that the committee will work with the Evaluation Subcommittee regarding the template and creation of website

SACS Update Subcommittee: Stacey Quigg

QEP Update from Tracie Clark:

- Share/reiterate some of the pilot findings that were in the Learning Unit Newsletter. It has information on both faculty and student perspective
- ITS is using the pilot study feedback to work on making revisions to the Online Student Profile to ensure that it is user-friendly for students and faculty/staff.
- There is also a concerted effort to make sure that CbD and the QEP/STAR implementation professional development plans align so that it is clear that student success is the goal. STAR alerts and Completion by Design MAPs are two tools that we are using to aid students.

SACS Update:

- Focus report being submitted to SACS in February 2014

## Institutional Effectiveness Committee Meeting Minutes

March 3, 2014, 2:30-4:00 pm, Hall 215

(X) Attendees											
X	Terina Lathe – Co-Chair	X	JB Gammon	X	Michael Matlock	X	Julie Sparks	X	Mark Turner	X	<b>Guests:</b>
X	Denise Wells – Co-Chair	X	Maha Gingrich	X	Rinav Mehta		Meera Vora	X	Jess Cochran	X	Krys Swartz
	Andrea Abercrombie		Bo Hightower	X	Pat Nash		Melissa Vrana			X	Mary Heuser
X	Debbie Bouton	X	Mary Margaret Kantor		Kamal Nayfeh		Wanda White				
	Matt Bruining		Mack MacDonald	X	Florence Patterson		Melissa Warlick				
	Tanqueray Edwards		Terri Manning		Nicole Patterson	X	Frankie Tack				

### Agenda Items Discussed:

#### I. SENSE survey results – Denise Wells for Stacey Quigg

A brief review of the student SENSE survey results was presented to the group. The survey results focused on first-time, degree seeking students with regard to their first three weeks at CPCC. The survey was procured to coincide with our QEP project.

All results are available on IE website <https://intranet.cpcc.edu/sites/ie/sense-survey-results>

#### II. Evaluation/Culture of Evidence subcommittee template – Terina Lathe

The two subcommittees have been working together to create one template that will provide a means to categorize initiatives taking place at the college. All information will be uploaded to a database housed by Institutional Effectiveness to provide quick facts on who the initiative serves, how the initiatives enlighten, support one another, and how they align with the college goals. An example will be provided at the April meeting based on the Achieving the Dream initiative.

#### III. Next meeting

At our April meeting we will have Pat West and Rita Dawkins update us on the Comprehensive Articulation Agreement / Completion by Design/Achieving the Dream. The meeting will be held Monday, April 7<sup>th</sup> from 2:30-4pm.

#### IV. Subcommittee meeting time

Mary-Margaret Kantor updated the group on the SACS response. All academic student learning outcomes have been placed into the new template and sent to SACS. We should hear back from SACS in June. The new format will be rolled out to program chairs/faculty in the fall 2014.

Next Meeting:

Monday, April 7<sup>th</sup> at 2:30, Location: TBD

**IE Committee**

**Monday, April 7, 2014**

**2:30-4:00**

**Hall 212**

<b>(X) Attendees</b>											
X	<b>Terina Lathe – Co-Chair</b>	X	JB Gammon		Michael Matlock	X	Julie Sparks	X	Jess Cochran		<b>Guests:</b>
X	<b>Denise Wells – Co-Chair</b>		Maha Gingrich		Rinav Mehta		Meera Vora		Mark Turner	X	Mary Heuser
	Andrea Abercrombie		Bo Hightower	X	Pat Nash		Melissa Vrana			X	Stacey Quigg
	Debbie Bouton	X	Mary Margaret Kantor	X	Kamal Nayfeh		Wanda White			X	Krys Swartz
	Matt Bruining		Mack MacDonald		Florence Patterson	X	Melissa Warlick			X	Pat West
			Terri Manning		Nicole Patterson	X	Frankie Tack			X	Rita Dawkins

I. Guests - Pat West/Rita Dawkins – AtD, CbD, CAA

- a. CAA – There is now a Core 30 that will be implemented in fall 2014. The list of courses will guarantee to transfer to all NC state universities. With this agreement, both the Associate in Arts and Associate in Science degrees at CPCC will be reduced to 60 hours. The first 30 are the Core 30. The second 30 are not guaranteed to transfer, however some may still transfer as electives depending on the university and the major. A list is being compiled for each school within each university as to what other courses they will allow to transfer, outside of the Core 30. Associate degree graduates will still be accepted as juniors at the university as they have in the past. Additionally, professional development and CbD will be working with applied program areas to align their curriculums with transferable courses.
- b. AtD – This year completes the 4<sup>th</sup> year in the AtD initiative and our 2<sup>nd</sup> year as a leader college. The projects that have been worked on include; developmental math, online student success, and minority males. The development math project was simultaneously going on at the state level and we now have the DMA courses. Online student success has been enhanced by the development of a rubric, professional development for faculty teaching online, a quality course review process, and an online student orientation. The minority male program is an ongoing support program to increase the success rates of minority males here at CPCC.
- c. CbD – All NC colleges in CbD worked on the CAA Core 30. At CPCC we have also started a Continuous Bridge program that will be fully running in fall 2014, and a proactive advising program that will kick off in Fall 2014. This program will keep students engaged in the college environment after the start of the semester. Proactive advising will involve creating an individual MAP (My Academic Plan) for each student at the college. Transfer students will be assigned a transfer advisor their first semester, but will then be assigned a faculty advisor in their major field of study in their second year. A new version of schedule builder will be rolling out soon where students will be able to view their MAP. Students will be

alerted if they are registering for a course that is not on their MAP, however, they will still be able to register for the course. This will feed into the OSP which will alert advisors that the student is registered for a course not on their MAP.

## II. Template for Project Initiatives

Denise began putting in some of the AtD information into the template for an example but the example is not complete due to the complexity of this initiative. Pat West and Denise will be working on completing the template

## III. Year-end subcommittee reports due – May meeting

Our last meeting of the year will be in May and all subcommittee reports will be due at that time.

## IV. Next meeting – May 5<sup>th</sup>

The last meeting of the year will be on May 5<sup>th</sup> at 2:30.

**IE Committee**

**Monday, May 5, 2014**

**2:00 pm -3:30 pm**

**HE 4510**

<b>(X) Attendees</b>											
X	<b>Terina Lathe – Co-Chair</b>	X	JB Gammon		Michael Matlock	X	Julie Sparks		Jess Cochran		<b>Guests:</b>
X	<b>Denise Wells – Co-Chair</b>	X	Maha Gingrich	X	Rinav Mehta		Meera Vora		Mark Turner	X	Mary Heuser
	Andrea Abercrombie		Bo Hightower	X	Pat Nash	X	Melissa Vrana				
	Debbie Bouton	X	Mary Margaret Kantor	X	Kamal Nayfeh		Wanda White				
	Matt Bruining	X	Mack MacDonald	X	Florence Patterson	X	Melissa Warlick				
	Tanqueray Edwards		Terri Manning	X	Nicole Patterson		Frankie Tack				

V. Update from subcommittees

a. Evaluation Subcommittee – Terina Lathe

- The Evaluation subcommittee was tasked with putting together a template/tool to better evaluate initiatives/projects at CPCC. The tool is used for planning, assessing and organizing. It will provide an easy way to update so one can easily track progress. Denise Wells will work with Pat West to apply the Achieving the Dream initiative to this template as a pilot. When complete, the template will be updated by IE.

b. Culture of Evidence subcommittee – Pat Nash

- The Culture of Evidence subcommittee merged with the Evaluation subcommittee in the creation of the template. The creation of a dashboard and glossary for the template was suggested to facilitate use as well as querying to find existing projects. Each project will be categorized within CPCC’s five goals to show how the projects connect to the College’s goals and strategic plan.

c. SACS subcommittee – Stacey Quigg/Florence Patterson

- The SACS subcommittee is still waiting for approval from SACS regarding the focus report that was submitted in spring 2014. In the meantime, it’s suggested that we continue to update/communicate to the college on SACS and the QEP. It was also suggested that someone working on SACS be on the IE committee.

d. Program Review subcommittee – Mary Margaret Kantor

- The Program Review subcommittee was tasked to examine the review process and make recommendations. Due to the SACS visit and recommendations, this task was already underway, and we are currently awaiting the response (due in June). Mary Margaret is meeting with all division directors to go through the new format. Denise and Terri are

currently working with the Administrative Review Committee to revamp the administrative review process. Cabinet will review and make recommendations in summer/fall 2014 before it can be reviewed by the IE Committee.

#### VI. Ideas for next year

- Some committee members voiced concerns for maintaining culture of evidence with 3<sup>rd</sup> party publishers. If CPCC and the publisher were to part ways, who owns the data? Instructors cannot be effective without the history of the course (pass/fail rates). E-LOT Committee has looked at this problem, and a suggestion was made that they be asked to present to IE Committee what they have found thus far.