



## Institutional Effectiveness Committee

### MEETING MINUTES

Thursday, October 10, 2014  
10:00 AM in the Board Room

Members Attending: Dr. Walter Bartlett, Lisa Cooley, Felipe Coyote, Debra Harlow, Libbie McPhaul-Moore, Walter Montgomery, Jeffrey Paton, Gene Ritter, Richard Self, Shelly Stone

Members Absent: Dr. Doris Carver, Wayne Cohan, Lisa Covington, Carolyn Funderburk, Brandy Loftis, Kelly Schelin

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Jeff Paton called the meeting to order at 10:04 AM.

**Action Item:** 2014-15 Institutional Effectiveness Plan

Jeff Paton introduced discussion about the IE Plan, briefly describing the contents of the Plan required by North Carolina legislative mandate and by SACSCOC. In addition, Jeff explained that annual approval of the Plan by the IE Committee included, by incorporation in the IE Plan, approval of the College Mission, Values, Vision, Annual Priorities, and the Goals and Objectives of the PCC 2010-2015 Strategic Plan. The 2014-15 IE Plan includes a modest revision of the College Vision described below:

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#### COLLEGE VISION

**PREVIOUS:** Piedmont Community College strives to be the leading contributor to the economic, educational, and cultural **success** of our community.

**REVISED:** Piedmont Community College strives to be the leading contributor to the economic, educational, and cultural **vitality** of our community.

[Emphasis added]

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Jeff further explained his efforts to revise the content of the IE Plan during the past three years. In particular, the Plan is becoming shorter, focusing explicitly on required contents including Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs) and assessment data directly addressing these outcomes.

Responding to a question from Shelly Stone about the Strategic Planning Update included in the IE Plan, Jeff Paton explained that the IE Committee would probably meet late in the 2014 fall semester or early in the 2015 spring semester to discuss the content of the DRAFT PCC 2016-2020 Strategic Plan. This inquiry led to a related question about updating the Facilities Master Plan (FMP) and a brief discussion about the need to update the FMP, particularly to be prepared to respond to any opportunity for NC State support of facilities improvements.

Shelly Stone asked about the vendor who prepared the College Impact Analysis, inquiring whether all the work had been completed. Jeff replied that the vendor, Economic Modeling Specialists International (emsi) is continuing work on a Gap Analysis for the College, examining area and regional economic conditions and workforce needs in career and technical areas not currently addressed or not adequately addressed by existing College programs. The results of this Gap Analysis would either be incorporated into the PCC 2016-2020 Strategic Plan or would become a subsequent companion document guiding the development of College programs and services.

After Jeff reported typographical errors he had identified in the IE Plan circulated to the Committee, Lisa Cooley identified additional passages requiring correction. As a consequence of the compressed timeline preventing revision of the Committee-approved IE Plan prior to distribution to the Executive Council and Board of Trustees, Richard Self suggested preparing an Errata Sheet summarizing the revisions to the Plan identified prior to and during the Committee review.

**Richard Self introduced a motion to approve the 2014-15 Institutional Effectiveness Plan “as amended.” Walter Montgomery seconded the motion. After brief general discussion, Richard called the question. The IE Committee members present voted unanimously to recommend to the Executive Council approval of the Plan. This recommendation includes reaffirmation of the PCC Mission and Values adopted by the Board of Trustees in Spring 2010, the PCC Vision adopted in Summer 2011 and revised in October 2014, and the College Goals and Objectives from the PCC 2010-2015 Strategic Plan adopted in July 2011.**

Jeff adjourned the meeting at 10:37 AM.

GJP/ms