



**Institutional Effectiveness Committee  
Meeting Minutes**

Monday December 16, 2019  
1:30 – 3:00 pm  
C 112

**Attendees**

Michele Mathis (chair), Lisa Palmer, Lisa Cooley, Mark Wencel, Don Miller, Beverly Murphy, Jimmie Whitfield, Shelly Stone-Moye, Samantha Aaron, Julie Gilliam, Caprice Lengle, Grace Mattson, Emily Buchanan

**Welcome**

- Introduction of our newest member, Emily Buchanan, Director of Caswell Campus Operations

**Motion**

Approve meeting 2 minutes – motion made by Beverly Murphy second by Samantha Aaron, minutes were approved by the committee unanimously.

**Updates / announcements**

- SAO/SLO Overview workshop offered on 12/12 was a success. There will be additional sessions offered due to expressed interest from individuals that could not attend on that date.
- Survey folder – There will be a survey folder added to the t-drive that will house the results of all surveys offered on campus so that this data is readily available when needed to provide proof for SACSCOC during our accreditation process. Please forward all survey results to Lisa Palmer or Michele Mathis.
- Data dashboards – There will be a session on the NCCCS dashboards offered on Thursday 12/19. These dashboards will enable all employees to have access to relevant data pertaining to the college at any given time.

**Old business**

- Review of surveys – All surveys submitted were reviewed. There was not a lot of duplication in the surveys administered at the College. One concern is making the survey questions more uniform, questions will be reviewed at a later date.
- IE Policies and Roles – Policy 2.2 needs to be in the new format and the correct legal citation added. The mission will be reviewed after the SP planning process so the procedures need to reflect this change. Michele Mathis and Lisa Cooley will draft this information and bring it back to the IE committee for a vote.
- Policy 2.3 – This policy needs to be in the new format and the correct legal citation added. This policy is not in line with the new SACSCOC principles. Michele Mathis and Lisa Cooley will draft



these updates and bring the policy back to the IE committee for a vote. The policy will then go to the required channels to receive final approval from the Board of Trustees.

- IEC Role changes – The review of Policy 2.2 will be added to the roles. Role number three will be written with more detail and reference the *internal and external* quantitative and qualitative performance indicators. Roles four and six will be combined.
- Planning and Budget Process – The previous Director had suggested separating the planning and budget process. The committee decided that these functions should remain together so that funds can be allocated to programs and services according to reviews scheduled for that year.
- IE Plan Final – The IE plan is currently being finalized quarter way of the new year, which is not good. The SAO/SLO are currently being completed in February or March of the new year and causing some of this delay. In order to finalize the IE at the end of the current year SLOs will be due from faculty May 31<sup>st</sup> and SAOs will be due from staff June 30<sup>th</sup>. This will allow Michele Mathis to write the implementation report during the summer semester. The new plan will begin in August when all faculty and staff have returned for the new year.
- 2019-2020 IE plan – We currently do not have an Implementation plan. At one point, the plan was very static when we incorporated the Fact book. The plan has become more fluid since the incorporation of SAOs and SLOs. The IE Plan will be renamed the IE Implementation Plan and be more inclusive by stating what activities are done when and how and what still needs to be done as we go through the year.
- NCCCS Race/ethnicity and disability type data standards – There have been no changes made at the System Office pertaining to these data standards.
- Equity institute team – There will be a five-member team representing PCC at this conference consisting of Michele Mathis, Lisa Cooley, Patricia Hatchett, Debra Harlow and Walter Montgomery.

### **Strategic Planning**

- Input on framework for SP – The Aspen Institute School of Excellence will be the model used for the PCC framework. Dr Senegal will be attending the President conference and Michele Mathis will focus this framework from the IE side. Zach Barricklow used this model and has resources available to aid PCC in this process.
- Kick-off – Derald Wise will be here with BAH on January 14<sup>th</sup> Caswell campus and 15<sup>th</sup> Person campus. They will engage the students with a speaking event and VR activities. The Foundation was instrumental in securing them for the SP kick-off event. The foundation will also provide food for the event and meet with Michele Mathis to work out the details. Michele Mathis is in the planning stages of this event and need points of contact to get the word out. Suggestions were to use the various student organizations on campus as well as an advertising push through the PI office. Don Miller suggested marketing the event without the focus being on Strategic Planning initially. Michele Mathis agreed and suggested student friendly advertising like 'Focus



on the Future' but also noted she would introduce the Strategic Plan piece in the group meeting with the students.

#### **Other discussion**

- This committee needs to meet in January before the big kickoff to finalize details. The committee is asking that all members available meet January 3<sup>rd</sup> at 9am realizing that this is a busy time and all may not be free.
- Community Partner List – Michele Mathis asked for assistance in compiling a partner list for Focus Groups or surveys that would go out to get feedback. It was suggested that the partners are put in categories like Board members, non-profits, employers and so on. Suggested forms of contact with these various groups are through email, phone calls, local newspapers and student text.

#### **Adjournment**

Meeting adjourned at 2:50 pm

As recorded by Lisa Palmer