



Institutional Effectiveness Committee Meeting
February 8, 2011
Minutes

I Approval of Minutes

- July, 2010 – Section II, Page 5, last bullet spelled out FMP (Facilities Master Plan)
- Minutes approved w/revision

II SACS Monitoring Update

- 2nd Monitoring Report – Read letter from Dr. Wheelan regarding 2nd Monitoring Report request (due September 7, 2011) addressing CS 3.3.1.1 Institutional Effectiveness: Educational Programs. If the Commission does not approve the next report, the College may have to send representatives to go before a designated COC committee and the institution will be placed on probation.
- Program and Service Area Review Updates (review CS 3.3.1) – The committee reviewed the Principle as it relates to Services Areas (Admin & Educational Support). The process for Service Area Reviews began Fall 2010. Information describing the process can be found on the ORIE Web site.

III Institutional Effectiveness & Budget Process (IEPB)

- The purpose is to provide a clearer association between the College's budgeting process and IE Planning. One revision was made to clarify "they" in the Development of Institutional Goals. "They" was changed to "the goals."
- IEPB Diagram - The chart provides an overview of the process as it relates to other college processes occurring during the same time periods.
- PCC Institution Effectiveness & Budget Process (IEPB) – Approved (process implementation with new Strategic Plan Goals begins Spring 2012)

IV 2009-11 Evaluation Plan

- Review w/staff and update – Assessments that have not been used during the 2009-11 cycle were eliminated from the process (this establishes 2011-13 Evaluation Plan)
- Staff Evaluation Period – Committee was advised to begin the process sooner than later. Based on employee contracts, some evaluations must be completed by April. Evaluation Process & Tool (T:\Personnel Forms)

V Substantive Change Policy

- Board of Trustees approved January 2011 – The policy was read to the committee and highlights from the procedure section were emphasized.
- Mike Dossett and Tina Bryant-Allen will attend a Substantive Change Meeting (hosted by SACS) in April at Radford University in Virginia.

VI New Business

- Reaffirmation Process – SACS Update Meetings – Dr. Bartlett requested that all employees attend one of the four sessions. This session will provide details regarding the College’s reaffirmation process in addition to allowing employees and students to ask questions.

VII Other Business

- Annual Planning and Evaluation Process Tool – A recommendation was made to incorporate the *Principles* terminology into this table making it easier for evaluators to interpret our documentation as it relates to the *Principles* (e.g. changing objectives to outcomes). The committee approved this change.

Committee Members:

Debra Harlow

Shelly Stone

Gretchen Bell

Lee Proctor

Judy Bradsher

Dr. Dawn Langley

Dr. Sherry Stewart

Kelly Holder - Absent

Phil Hille

Dr. Karen Bowen - Absent

Bonnie Davis

Carolyn Funderbunk

John McLarty

Lisa Cooley

Dave Wehrenberg

Dr. Walter Bartlett

William Barnes

Robert Simons

Doris Carver - Absent

Mike Dossett

Lionell Parker

Lisa Palmer

Beverly Murphy

Tina Bryant-Allen

Wanda Duncan - Absent

Gary Robinson – Student Rep