

Institutional Effectiveness Committee 2018-19
Meeting #1 (11-15-2018, 3:00p, Building A - Boardroom)

Minutes

Attendees: Dr. Frank Wyman, Rodney Jackson, Doris Carver, Beverly Murphy, Shelly Stone-Moye, Debra Harlow, Lisa Palmer, Lisa Cooley, Brian Zappia, Makeda Parker, Barbara Buchanan

Absent: Kathy Duncan, Marvin Miller, Stephen DeSimone, Ayla Dunn, Dr. Pamela Senegal

Acronyms:

- AIEB = Annual Institutional Effectiveness and Budgeting
- IEC = Institutional Effectiveness Committee
- EC = Executive Council
- SLO/SAO = Student Learning Outcome/Service Area Outcome

Handouts:

- A. INSTITUTIONAL EFFECTIVENESS COMMITTEE – roster/roles
- B. PCC policies relevant to IEC (policy statements only)
- C. PCC Policy 2.30 (in entirety)
- D. SACSCOC standard 7.1
- E. The AIEB Process graphic (chart and descriptions)
- F. The Annual Institutional Effectiveness Process (“straw man” table of proposed IE processes, work of IEC, and calendar)

Frank began with some general comments regarding the IE Process, the AIEB process/chart, and the IE Plan. General aim is to somewhat start from scratch and keep it all Simple, Clear, and Concrete to better suit the needs of EC and the College and today simply to set a good direction and agenda for the IEC this 2018-18 AY.

Regarding the AIEB chart, for now, we'll focus on the IE side and allow the new Budgeting process to unfold elsewhere.

As for general IE process and IE Plan that goes with it, the aim is to depict a clearer concept of who does what and when.

Frank/Committee discussed very *generally* the following topics in detail (w/ some involving handouts that were discussed):

- SLO/SAO assessment reports completed by staff
- Presentations of SLO/SAO assessment report to EC

- Some older IE Plan were discussed/reviewed. The new IE Plan is to become more of an actual plan and then also a reporting of IE results for prior year, and done in 2 phases:
 - a “Plan” of empty tables with areas for due dates and to check off things as they get done and also places for summaries once final for *coming* year. The new tables of the “Plan” will be empty (except for due dates).
 - a “Plan/Report” wherein data (check marks for once due dates met, summaries of results, goals set or changed, etc.) for prior year filled in for *past* year. The new tables of the “Plan/Report” will be filled and become the final documentation of “effectiveness” for that reporting year.
- Moving forward, Frank said apparently the IEC will now possibly read through SLO/SAO assessment reports and make recommendations to EC as to goals for coming year but this is uncertain...
- IEC meetings and calendar
- PCC policies and charges on the committee roster related to the work of the IEC.
 - There is a question about NC “Guidelines” for IE.
 - Apparently “guidelines” once existed but hard to find now.
- Also, the College mission statement has to be reviewed by IEC. Apparently, the review must occur each year. Also, a proposed revised current mission to include the topic of safety will be discussed by IEC in near future.
- College goals need to be reviewed by IEC. 5-yr strategic plan; NC system goals; annual College goals (possibly set by EC) and in what document will the annual goals exist in.
- Currently, aside from program SLO assessment reports, there are course level SLOs “required.” Only some are used in the Program SLO assessment reports. Should course-level SLO’s be required? What will be done with them?
- Discussion re how programs are using the SLO assessment reports to set goals and those also go up the chain at macro level to Deans etc. Basically argument that IEC does not need to set “micro” (unit or program specific) goals. Ensuing discussion agreed that we, IEC, are only maybe going to be making broad, global recommendations for *all* programs to EC, and not recommendations specific to a given unit or program. ...More will need to be discussed on this later...

Discussion points for future IEC meetings:

- More on revising IE Process, the AIEB process/chart, and the IE Plan.
- Review the mission
- Review strategic plan goals
- Review other goals?
 - State-level goals
 - Apparently, goals may be developed specifically for the College for the given current year. This area requires further clarification.
- Course level SLO’s

Meeting adjourned 4:02 p.m., VP Shelly Stone-Moye motions and Dr. Doris Carver seconds motion.

As recorded by Makeda Parker