

Institutional Effectiveness Committee 2018-19  
Meeting #2 (11- 28-2018, 11:00a, Building A - Boardroom)

**Minutes**

**Attendees:** Dr. Frank Wyman, Marvin Miller, Rodney Jackson, Beverly Murphy, Shelly Stone-Moye, Debra Harlow, Lisa Palmer, Lisa Cooley, Brian Zappa, Dr. Barbara Buchanan, Makeda Parker, Kathy Duncan

**Absent:** Stephen DeSimone, Dr. Doris Carver, Ayla Dunn, Dr. Pamela Senegal

Handouts:

- A. Some Peer Institution Mission Statements
- B. PCC Mission Statement Revision Options
- C. PCC Policy 2.2 Mission Statement Review (in entirety)
- D. Institutional Effectiveness Committee
- E. NCCCS guidelines (from Caldwell Community College)

Frank began with an overview of the meeting's agenda, including future meeting dates for the IE Committee (IEC), changes planned for the 2018-19 IE Plan, a review of the 12 charges to the IEC as well as the NCCCS guidelines for IE processes, a thorough review of PCC's mission, and briefly discuss goals in PCC Strategic Plan, 2016-2020.

Frank reminded that PCC wants to increase enrollment, graduation rates, and other PCC items and we the IEC can help. But Frank feels the IE process and IE Plan need to be tweaked this year to help the IEC and PCC succeed. It is a big duty to be a member on the PCC IEC.

Quality improvement ("effectiveness") cycle:

1. Data gathering. PCC does a ton of data gathering – we are doing a lot of evaluations (grade=A). Lisa P does great job gathering lots of data via surveys, course/instructor evaluations, etc.
2. Analysis (grade=C). Use the data to plan for and make appropriate changes. We do lots of good reports – but prob need to do more brainstorming for necessary/appropriate changes. What can we do differently?
3. Implementation (grade=A). PCC does a great job here!

Roles of IEC; The following topics were discussed among IEC to get clarity on the items

- 1 To monitor the college's participation in ongoing integrated institution wide research based plan and evaluation processes. A condensed table was given that lists the variables that will be measured, which department completed SLO's, when was it done, what were the essential findings/results. This big table will be included in this year's IE plan.
- 2 Systematic review of the College's mission. The IEC Calendar table will have detailed goals for IEC, including doing a review of PCC's mission statement and values and vision.

- 3 Goals. Per Frank's and other committee's guidance, annual strategic plan and other PCC goals should be reviewed by the IEC.
  - IEC pick older goals and choose the ones that would best suit the need of the college
  - Discussion by Debra Harlow of strategic plan's goal #'s being required to be cited on the Service Area Outcomes assessment reports. (SAO reports include ConEd).
- 4 Promote continuous improvement effort in institutional quality. Action plans should be done carefully and not too quickly.
- 5 To evaluate the effectiveness of the college's achievement of its mission as it outlined in IE Plan. But plans before have not discussed how to review the mission. So that has bit of a question mark.
- 6 Update and revise the IE Plan.
- 7 Assess the college's achievement of quantitative and qualitative performance indicators. A big question mark on what that means. This is done in many ways...but it uses the term "performance indicators" (But not caps so may not be referring to the 7 NCCCS Performance Indicators).
- 8 Review the college's progress towards achievement of strategic goals; Dr. Senegal is also for annual goals for PCC. In EC Beth asked about how we're doing measuring to what degree PCC is meeting the Strategic Plan goals (called "objectives").
- 9 To monitor the college's compliance with the civic association college of schools, SACS; Frank suggests that table created for IE Plan perhaps should include all that. All that is definitely going on – but question mark as to what to do with all the Substantive Changes. Perhaps a separate table in IE Plan for only all the Substantive Changes that occur.
- 10 To review and recommend revisions to the college strategic plan annually. This is to be done annually. Any amendments have to be reviewed by campus, including students. Sort of a big question mark here too. Question from ?? someone about the plans being 5-year strategic plan based or the action plans of SLO and SAO reports? Answer: probably both. There was some general discussion of possible process dynamics between the IEC and Executive Council regarding Strategic Plan goals and other goals and amending said goals. Essentially decided, via input from Lisa C, to next meeting to look over Strategic Plan goals (called "objectives") and generally take stock to see which have been met or not, which are still relevant, etc. Does the process – Frank is unclear on this at this point – include each year creating a new set of plans from many sources, the Strategic Plan being the primary one.
- Reviewing and discussing the mission of PCC and a few NCCCS institutions.
  - Lengthy discussion of how to review mission each year.
  - Considering the PCC mission statement including a "safety" component. Frank created (shared as a handout) a few adjusted versions of the mission statement. Other NCCCS colleges were selected to review mission statement.
  - Some discussion of maybe mentioning "safety" in the Vision or Values areas related to the actual Mission statement.
  - Dr. Buchanan: Our statement might be a bit dated – but not bad - not including "diversity" etc. Diversity is a big value of the College.
  - Rodney: also "equity" is a related value PCC might need to state in the area of Mission/Vision/Values. Equity is different from what now is stated re "access-ability."
  - If PCC includes safety in mission statement, evidence must support the claim.

- Other items also might need to be included over and above Safety, Diversity, and Equity.
- There was an agreement that the mission review should be tabled until the next IEC meeting, when the IEC can make a final decision of whether or not to amend the mission statement, without feeling rushed.

Frank asked about 2 question marks he has from the 2015-20 Five-Year Strategic Plan:

1. What is/was the Student Success Learning Initiative (SSLI)? Lisa C explained it is essentially now the new GPS (Guided Pathways) initiative...so we *are* doing "it" via GPS.
2. What does the goal/objective that PCC must "implement the Institutional Research Data Solution" refer to and mean? No-one knew what IRDS was/is.

Frank stated his thanks to members for serving. And sorry for confusing nature at this point in time... and that we may have to continue to "diverge" a bit into more (possibly confusing) exploratory discussions of what the IEC's charges actually are...before we can "converge" with a clear view forward as to IE process and IE Plan....This year, like last year, might be a bit of a "transition" year for IE. But it is a worthy mission so please hang in there!

The third IEC meeting will be scheduled for around the 2nd or 3rd week in January.

Meeting adjourned 12:00 p.m.

**As recorded by Makeda Parker**