



MEETING MINUTES

Institutional Effectiveness Committee

Wednesday, December 12, 2012

3:00-4:30 PM – Board Room

Members Attending: Dr. Walter Bartlett, Robert Simons, Dr. Doris Carver, Mike Dossett, Shelly Stone, Gretchen Bell, Walter Montgomery, Matt Jones, Wayne Cohan, Lisa Covington,

Members Absent: Debra Harlow, Lee Proctor, Carolyn Funderburk, Brandy Loftis

Jeff Paton called the meeting to order at 3:03 PM.

Action Items:

1. The Committee reviewed and approved the minutes of the IE Committee meeting on May 10, 2012 as presented.
2. The Committee briefly discussed the College Mission Statement, Values, and Vision Statement to determine whether any of these required updating. Jeff Paton explained the importance of a Committee recommendation about the College Goals for the coming year, to accommodate approval by the Board of Trustees at their January 2013 meeting. This timing is essential for providing guidance to the 2013-14 planning cycle beginning in February 2013. Paton sought Committee guidance for approving the College Goals either (1) by incorporation in the IE Plan, or (2) by separate approval. The Committee unanimously approved the following motion introduced by Robert Simons and seconded by Wayne Cohan:

After review and discussion, the Institutional Effectiveness Committee recommends to the Executive Council reaffirmation of the Piedmont Community College Mission Statement and Values as adopted by the Board of Trustees in Spring 2010 and the College Vision Statement adopted by the Board in Summer 2011. (These statements appear on page 5 of the 2012-13 IE Plan.)

3. A lively and informative discussion of the 2010-15 College Goals and Objectives preceded and substantively shaped more general discussion about approving the IE Plan. This discussion focused on the perceived need to distinguish *annual* College goals and objectives from the 2010-15 Goals and Objectives provided in the 2010-2015 College Strategic Plan. The Committee unanimously approved the following resolution introduced by Matt Jones and seconded by Mike Dossett:

After review and substantial discussion, the Institutional Effectiveness Committee recommends to the Executive Council acceptance of the 2012-13 Institutional Effectiveness Plan with the addition of five priorities identified by the Executive Council for special emphasis among the 2010-15 College Goals and Objectives for the 2013-14 AIEB cycle:

Short-Term

- 1) Retention and Completion
- 2) Recruitment
- 3) New Program Development

Long-Term

- 4) Establishment of Performance Benchmarks
- 5) Resource Development

(The IE Committee charged the Director of Research and Institutional Effectiveness with introducing a framework in the IE Plan to monitor the achievement of these priorities for the coming year and to monitor subsequent priorities addressing the 2010-15 College Goals and Objectives in future years.)

4. After a brief discussion, the Committee unanimously approved the following resolution introduced by Mike Dossett and seconded by Shelly Stone:

The Institutional Effectiveness Committee recommends to the Executive Council deletion of the position of Executive Director, Resource Development and Accreditation from membership on the Committee.

Additional Committee Discussion:

Jeff Paton briefly described the expanded summary of College data on the Performance Indicators established by the NCCCS Office included in the IE Plan, and indicated his intent to include additional multi-year data in future editions of the Plan. Paton also directed attention to the included draft of proposed new Performance Indicators being developed by the System Office.

Wayne Cohan encouraged the development of additional College performance indicators explicitly documenting the achievement of the College Goals and Objectives. Mike Dossett and Dr. Carver reminded the Committee that these achievements are identified in the Planning and Evaluation (P&E) Worksheets included in the IE Plan. Paton explained that he had removed the separate listing of Goal Achievements from this year's Plan, because this listing merely repeated the achievements identified in the P&E Worksheets. Paton added that subsequent documentation of outcomes achievement in future IE Plans will explicitly link the accomplishments to the College Goals and Objectives.

Paton identified other modest changes to this year's IE Plan, and directed special attention to the development of Service Area Outcomes (SAO) Plans to replace the current P&E Worksheets, described on page 16 of the Plan. This replacement will be implemented in next year's 2013-14 IE Plan.

Mike Dossett inquired about Figure 1 on page 15 of the IE Plan, illustrating the AIEB Process, asking how this illustration differed from the AIEB illustration in the previous 2012-13 IE Plan. Paton replied that the new illustration included additional assessment and effectiveness processes omitted from the previous illustration, indicated by the **red** arrows and circular display boxes (#5 and #6) in the Figure. This "outcomes assessment" loop complements the planning and budgeting loop indicated by the **green** arrows and rectangular display boxes (#1-#4 and #7).

Jeff Paton adjourned the meeting at 4:27 PM.



G. Jeffrey Paton
Director, Research and Institutional Effectiveness