

Institutional Effectiveness Committee 2018-19  
Meeting #4 (2-25-2019, 3:30p, Building A - Boardroom)

**Minutes**

Attendees: Lisa Palmer, Brian Zappa, Dr. Pamela Senegal, Marvin Miller, Dr. Barbara Buchanan, Rodney Jackson, Dr. Doris Carver, Shelly Stone-Moye, Dr. Frank Wyman (chair), and Makeda Parker

Absent: Beverly Murphy, Kathy Duncan, Lisa Cooley, Debra Harlow, Stephen DeSimone, Ayla Dunn

- Meeting #3 minutes were approved and will be posted to PCC website.
- The most recent NCCCS Performance Measures for Student Success were reviewed. Overall, PCC is doing well for the 2016-2017 data discussed. Spring 2018 performance measures have yet to be received but they will be available soon.  
Each of the measures has a different cohort. For some cohorts, the year that students began at PCC cannot be determined. Also, different cohorts do not have the same completion date.  
Some definitions: 1) Basic Skills- took course and passed 2) For English and Math success- 1 yr. cohort, track from prior year 2016-2017 3) Curriculum tracks students five years prior 4) Cohort of students who took their licensure test or graduated and transferred.  
PCC's certification rate is close to 69.9%. Changed the definitions between years 2013-14 and 2014-15 academic year. Dr. Senegal suggested that when reviewing the licensure and pass rate, to break out results by individual test types. Lisa P also suggested moving forward focusing on awarding certificates and diplomas and should be sent to the Registrar's office.
- The 2018-19 IE Plan was reviewed. Frank reiterated what's been said before that recent prior years' plans (last two years) were not really plans but more of simply an overview of IE. This 2018-19 plan marks a major revision by making it more of a true plan with a chronologic ordering and calendar of IE related events. Also, the precise charges to members of the IE Committee are spelled out in detail. Frank further explained that a lot of data related to IE is gathered at PCC but it does not exist in a nice summarized form in any one place or document. Frank suggests going even a step further in next year's 2019-20 IE Plan (a draft format of which has already been crafted) and include a somewhat extensive (~7-10 page) appendix of distillations of results from all of the various IE-related activities. Lisa P reminded IEC that for the upcoming year that SAO and SLO annual assessment reports are due August 30.  
The 2018-19 IE Plan was approved by the committee. It will be posted to the PCC website.
- Some discussion regarding IE Committee's charge to review annual (strategic) goals ensued. Especially what needs to be hashed out is how that review and amending of annual goals is to take place vis-à-vis the Executive Council (EC). Dr. Senegal suggested that annually the EC should look for trends and those will be documented in the EC minutes. The IEC can help in that "trend spotting" regard. EC and IEC need to arrive at a singular, similar set of annual goals. IEC has reviewed who has ownership of the most recent strategic plan goals. It was suggested that perhaps those owners (offices) need to be specified in the IE Plan of that year discussing those goals.
- The meeting adjourned at 4:00.

**As recorded by Makeda Parker**