

Minutes  
Institutional Effectiveness Committee Meeting  
Thursday, March 1, 2018  
10:00-11:00 Board Room

**Attendees:**

Dr. Frank Wyman (chair)  
Dr. Pamela Senegal  
Dr. Doris Carver  
Marvin Miller  
Shelly Stone-Moye  
Pat Warren  
Rick Farmer  
Carolyn Funderburk  
Lisa Covington  
Lisa Palmer

**Absent:**

Lisa Cooley  
Debra Harlow  
Dr. Libbie McPhaul-Moore  
Kathy Duncan  
Stephen DeSimone

The IE Committee Roles were addressed:

1. *To monitor the College's participation in ongoing, integrated, and institution-wide research based planning and evaluation processes that a) incorporate a systematic review of the College's mission, goals, and outcomes; b) promote continuous improvement efforts in institutional quality; and c) evaluate the effectiveness of the College's achievement of its mission as outlined in the Institutional Effectiveness Plan (IEP).*
  - Dr Senegal noted that the SAO and SLO reviews that were presented to EC Fall 2017 and into Spring 2018 were part of this process. The Program and Service Area Reviews are also part of this process. Programs and Service Areas are on a five year review schedule. Shelly Stone-Moye noted that areas being reviewed should receive priority when reviewing the AIEB process.
  - Frank stated that an annual IE plan is required as per the stated role 2 (see below), but the most recent IEP Frank is able to locate is the 2016-17 IE Plan. Frank suggested we needed to have a 2017-18 IE Plan and that perhaps we could update the 2016-17 IE Plan to that effect without too much effort.
  - IE plans were being presented on an annual basis. There was some discussion of whether we should move to a biannual plan to coincide with the program audits performed every two years.
  - If we did go to a biannual plan the current 2016-2017 plan could be retitled to cover 2016-2018. The plan updates would still be reported on each year.
  - We need to review the current process and make sure all goals are being addressed. Goal references are in the SAO tables.
  - We need to set future plans/targets.

2. *To update and revise the IE Plan annually consistent with the Guidelines published by the NCCCS.*
  - There was discussion that a 5-year version of the 2016-17 IE Plan had already been crafted and existed. [It is possible this is being confused with the 5-year Strategic Plan “STRATEGIC PLAN 2015-2020 Piedmont Community College 2020: Vision for 2020,” which is located on the PCC website.]
  - IE Committee meetings are supposed to be held at least 3 times a year. The ORIE webpage does not reflect this. It seems, instead, going by the minutes posted to the ORIE website page, that only 1 meeting per year has been held during the last four academic years (2013-14, 2014-15, 2015-16, and 2016-17). And that no meetings had yet occurred in 2017\_18, this being the first. Committee members were certain meetings had been held more frequently than that and Dr Carver and Lisa Covington planned to search their email for minutes from previous meetings to provide to ORIE. Dr Senegal noted that we must have minutes from the meetings to validate what has occurred.
  - It was suggested to ask Mindy Scott to take meeting notes and maintain the minutes going forward. Discussion of possibly checking out a recorder from the LRC to use to record meeting discussions.
  - In order to meet the three-meeting requirement, we should have at least one more meeting Spring 2018 and one Summer 2018.
  
3. *To assess the College’s achievement of its quantitative and qualitative performance indicators.*
  - Performance Measure tables are located on the ORIE webpage. New results should be available April 2018.
  - Lisa Palmer will report which peer colleges are being used for a comparison group
    - Current peer colleges used in the Data Feedback Report  
Cleveland Community College (Shelby, NC), Craven Community College (New Bern, NC), Danville Community College (Danville, VA), Edgecombe Community College (Tarboro, NC), Isothermal Community College (Spindale, NC), Mitchell Community College (Statesville, NC), Nash Community College (Rocky Mount, NC), Randolph Community College (Asheboro, NC), Rockingham Community College (Wentworth, NC), Southwest Virginia Community College (Richlands, VA), Surry Community College (Dobson, NC), Virginia Highlands Community College (Abingdon, VA), Wilkes Community College (Wilkesboro, NC), Wilson Community College (Wilson, NC)
  
6. *To review and recommend revisions to the College’s Strategic Plan annually.*
  - We need to have a matrix show how the College Goals, SLOs and SAO relate back to one another.
  - Frank was concerned that we ask the most important question ‘are we meeting the students’ needs?’. Marvin Miller suggested having student representation in the IE meetings. We currently have SGA VP as a member and working to get them involved regularly.
  - 2020 when we start this process again we need to make sure the SP aligns with the SO plan.
  
7. *To review and monitor Policy 2.28 (Substantive Change) and Policy 2.30 (Institutional Effectiveness) of the PCC Policy Manual.*
  - Frank indicated he needed to familiarize himself with these two policies and would do so prior to the next IE Committee meeting.

## NCCCS Guidelines

- Frank was concerned we may not be meeting the audit requirements in the NCCCS Guidelines number 4. There are at least seven audits taking place in various areas of the College annually. Audit staff was referenced in the guideline presented but the wording has changed to Compliance staff. Dr Carver suggested reviewing the General Statues and State Board Community Colleges for clarity. She would forward links after the meeting. Bill Schnieder was given as a contact to provide clarity on these concerns.

## Action Items:

- Frank will review Policies 2.28 and 2.30
- Review Performance Measures
- Members asked to consider if we need to perhaps simplify the AIEB chart.

## Next Meeting

- Next IE Committee meeting date TBD.

## Adjournment:

- Frank adjourned the meeting at 11:00 a.m.

As recorded by Lisa Palmer