



## MEETING MINUTES

### Institutional Effectiveness Committee (IE Committee)

Thursday, May 10, 2012

2:00-3:30 PM

Board Room (A-106)

Members Attending: Dr. Bartlett, Gretchen Bell, Karen Bowen, Doris Carver, Wayne Cohan, Mike Dossett, Carolyn Funderburk, Debra Harlow, Brandy Loftis, Jeff Paton, Lee Proctor, Robert Simons

Members Excused: Lisa Covington, Shelly Stone, Student Representative

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1. Minutes of previous IEC Meeting on February 8, 2011 were approved.
2. Jeff Paton provided a brief update on the status of the SACS Reaffirmation process, confirming that the College is “on schedule” consistent with the following timeline:

QEP Consultant Visit: Dr. Barbara Jones	October 19-20, 2011
SACS Staff Visit: Dr. Barry Goldstein	January 9-10, 2012
Compliance Certification Due	March 15, 2012
Off-Site Peer Review Conducted	May 7, 2012
Quality Enhancement Plan (QR4U) Due	June 1, 2012
Focused Report Due	August 20, 2012
On-Site Peer Review Conducted	October 2-4, 2012
Review by Commission on Colleges	June 2013

Karen Bowen provided additional detail indicating that the QR4U Quality Enhancement Plan will be submitted to the Commission with the Focused Report—the June 1 due date allows time for a review of the plan by a paid outside consultant prior to submission to the Commission in August. Karen also explained that the August 20 due date is an estimate. The final due date could be as much as two weeks later, and will be determined by Barry Goldstein.

3. Jeff Paton described the Annual Institutional Effectiveness and Budgeting (AIEB) Process referring to the illustration on p. 9 of the Institutional Effectiveness Plan (IE Plan). The Committee expressed

support of refinements to the AIEB annual timeline that aligned the process more closely with the typical timing of State budgeting activities. The Committee agreed that adopting an **annual** cycle for planning and evaluation documents and information used in the AIEB Process would improve the process by eliminating unnecessary confusion about which materials are annual and which are biennial.

4. Jeff Paton invited comments and general input about the 2011-2012 Institutional Effectiveness Plan (IE Plan) and achieved modest success guiding a wide-ranging (and enthusiastic) discussion about the Plan which repeatedly shifted to discussion about IE Committee roles and meeting frequency and purposes, despite Jeff's efforts to secure approval of the Plan prior to the broader discussion. Ultimately Jeff relented and the agenda skipped to the IE committee roles and meetings without completing a formal vote on the IE Plan.
5. The Committee engaged an extended discussion about IE Committee Roles and Meetings focused primarily on THREE issues:

- (1) The definition and assignment of Committee tasks to meetings scheduled throughout the annual planning and evaluation cycle;

The Committee debated postponing a determination of these definitions to permit additional review and discussion, but ultimately recommended starting with the Committee tasks and Meeting Schedule identified in a handout Jeff Paton distributed, with refinements reflecting the current discussion. *(A copy of the handout is appended to these Minutes.)*

Most of the comments focused on aligning planning and evaluation with the College budgeting process determined by the State budgeting process.

- (2) Alignment of the planning and evaluation cycle with the budgeting calendar and more comprehensive incorporation of planning and evaluation with budget priority-setting;

The Committee expressed enthusiastic encouragement for these refinements, directing Jeff Paton and Robert Simons to work together on the timing and combining of planning, budgeting, and evaluating activities and responsibilities.

- (3) Particular concern with the proper Committee role in monitoring the status of planning and evaluation activities to ensure compliance with the reporting requirements of the AIEB process.

The Committee reviewed the pros and cons of scheduling IE Committee meetings specifically to monitor the status and progress of the AIEB process and of evaluation and assessment activities that provide input to the process. The Committee concluded that Jeff Paton could achieve this monitoring effectively without convening the IE Committee.

Committee consensus indicated that the minimum of three meetings required by College Policy might be inadequate to complete the substantial work of the Committee anticipated by this discussion of Committee roles. Committee members expressed willingness to participate in additional meetings that might be required.

- 6.** The Committee briefly reviewed the preliminary (review copy) of the 2011 NCCCS Performance Measures results. Committee members agreed to treat these preliminary results as confidential, since multiple corrections are expected.
  
- 7.** The next IEC Meeting will be scheduled early in the Fall Semester 2012.
  
- 8.** Jeff Paton will seek formal approval of the IE Plan via an email polling of the Committee members.

GJP/ms

[HANDOUT]

Institutional Effectiveness Committee

**Prescribed Committee Roles and Prospective Meeting Schedule**

**Institutional Effectiveness Committee Roles**

1. Monitor planning and evaluation processes
  - Review College mission, goals, outcomes
  - Promote improvement in quality
  - Evaluate achievement of College mission as outlined in IE Plan
2. Update Annual IE Plan
  - Annual planning process
  - NCCCS goals and objectives
  - NC General Assembly or SBCC mandates
3. Assess achievement of quantitative and qualitative performance indicators
4. Review achievement of College strategic goals
5. Monitor SACSCOC compliance
6. Review/revise College Strategic Plan
7. Monitor Substantive Change Policy (2.28) and Institutional Effectiveness Policy( 2.30)

***DRAFT FOR DISCUSSION...***

**IE Committee Meeting Schedule** (minimum of 3 meetings per year)

1. **Early Fall (SEP):** Evaluation
  - Review Planning and Evaluation (P&E) Worksheets (*year just ended*)
  - Review achievements of College goals
  - Monitor College mission and goals
  - Address NCCCS Performance Measures Results (*if not available for previous Spring meeting*)
2. **Late Fall (NOV) or Early Spring (FEB):** Big Picture – *Prospective*
  - Environmental scan (economic conditions, workforce trends, etc.)
  - Internal IR data (admission, retention, progress, completion, etc.)
  - Address opportunities and threats
3. **Late Spring (APR):** Planning
  - Address NCCCS Performance Measures Results
  - Review P&E Worksheets for coming year
  - Review/revise/approve IE Plan
  - Monitor SACS compliance and assigned College policies