

**Institutional Effectiveness Committee**  
**MEETING MINUTES**

Thursday September 19, 2019

9:00 AM

**Attendees**

Michele Mathis (chair), Lisa Palmer, Lisa Cooley, Dr. Doris Carver, Debra Harlow, Dr. Barbara Buchanan, Samantha Aaron, William Hatchett, Don Miller, Beverly Murphy, Jimmie Whitfield, Julie Gilliam, Caprice Lengle

**Welcome / introductions**

- There seems to be a good mix of new and veteran employees on the IE committee.

**Updates / announcements**

- Monitoring report – Michele Mathis stated the completed Monitoring Report has been submitted and we are waiting on approval from SACSCOC.
- NCCCS data dashboard – The NCCCS data dashboard webinar was attended by Michele Mathis and Lisa Palmer this week. During that webinar details on the new dashboards were revealed. The dashboards will be available to the public and the first release consists of the current *Performance Measure for Student Success* used by all NCCCs. Michele Mathis will introduce the data dashboards to Executive Council at their upcoming retreat. Professional Development will be provided on campus to faculty and staff in the near future.

Caprice Lengle wanted to know if there was a Foundation data dashboard. Currently there is not but an inquiry will be made by Dr. Doris Carver on her call in with Bill Schneider at the System Office. Dr. Buchanan noted that other colleges have used demographics, funding data and employee contributions to support work in the foundation and grants offices.

**Old business**

- Review of action items – While reviewing notes left by the previous Director, Michele Mathis discovered a question about course SLO reviews but did not see an answer. The question was “Are instructors required to report SLO data each semester for each course”? It was determined that not all courses are taught each semester and therefore not reviewed each semester but all seem to be reviewed at least once every three years.
- Additionally, in the last academic year, IEC made a decision to review and possibly revise IE policy and goals. Due to Dr. Wyman’s departure from the college, this was not done. Committee members please review related documents (which will be sent via email by Michele) in preparation for discussion at the next IEC meeting.

**New business**

- 2019-2020 IE plan – A vote was taken and approved to continue using the Annual Institutional Effectiveness Process that was developed by Dr. Frank Wyman. This plan has a timelines we will follow to complete the process. The supporting documents for the plan will be incorporated as links instead of the actual documents.

- PCC Strategic Planning process – The College is behind in its preparation for the new Strategic Plan. The process takes about two years to complete. The new Strategic Plan will be a ten-year plan 2020-2030 and have a five-year update. Michele Mathis has provided two documents for review for our next meeting, a Strategic Planning Timeline and a Strategic Plan Highlight with details of what took place at each step. These documents and the current SP will be provided through email as we prepare for our next IE meeting.
- SAO/SLO assessment process – There will be a series of professional development opportunities offered through ORIE pertaining to SAOs and SLOs. The first session will give an overview of the process and how it can best benefit the program area or service area. Dr. Buchanan suggested that we make sure to help assess whether the SAOs and SLOs are relevant and help people correctly revise them to make them more relevant as needed. Later sessions will be in a lab setting to allow time to ask questions and work on your actual document.
  - Professional development on campus – ORIE will coordinate with CETL when setting up PD
- Surveys on campus – Currently there are numerous surveys taking place on campus that do not come from the ORIE office. In order to get a better understanding of what surveys are taking place Michele Mathis has asked all departments to submit a list of their surveys, a copy of the surveys and when and to whom it is administered. She will review all surveys to see if there can be a consolidation of surveys and if they are asking meaningful questions that provide data the departments can use to improve their departments.

Dr. Buchanan suggested that all institution-wide surveys should come from ORIE. Some surveys will remain with their respective departments but the results of the surveys will be shared with ORIE and stored in a central location. These results will be readily available if they are needed as documentation for accreditation purposes and to demonstrate how the College is meeting its goals and objectives.

Lisa Palmer will check to see if our current SurveyMonkey account can have multiple users so there is one official account for all College use.

### **Adjournment**

Meeting adjourned at 10:20 am

As recorded by Lisa Palmer